MY SPELLING

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My Spelling

GRADE EIGHT

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How to Use Your Spelling Book

Monday

Read the lesson article and talk about it.
Say each New Word after your teacher pronounces it.
Find the New Words in the article.
Write each New Word.

Tuesday

Do the exercises called Working with Words.

Wednesday

Take your first test on the New Words.
Correct your test and find your score.
Write correctly each word that you misspelled.

Thursday

Study the New Words that you misspelled on Wednesday. Then study the Review Words for the week.

In your extra time learn the Other Words to Spell.

Friday

Take a test on the New Words and the Review Words.

Correct your test and find your final score for the week. Mark your Progress Chart.

Keep a record of any words that you misspelled. These are your hard words. Study them whenever you have time on other spelling days.

Unit I
Forerunners of Progress

1. Explorers in the Arctic

A few men of each generation, with great enthusiasm for research or discovery, exceed ordinary achievement and approach the status of supermen. Such men were the explorers of Canada's northland. Their observations enabled them to procure information which won them the gratitude and acknowledgment of all geographers. Their deeds inspire those who endeavour to triumph over danger and who never surrender to misfortune.

Recently several scientists accompanied an expedition to the far north to test some new scientific devices. Although conditions were most uncomfortable, the men showed extraordinary perseverence. Their analysis of the weather which prevails in the Arctic has made possible more accurate forecasting and has increased the safety of Canada's airways.

New Words

generation
enthusiasm
research
exceed
achievement
approach
observation
procure
gratitude
acknowledgment
deed
endeavour*
triumph
surrender
accompanied
expedition
uncomfortable
extraordinary
analysis
prevail

*Also spelled **endeavor**.

What to Do Each Day

On Monday, Learn to Use the New Words

1. Read silently the article containing the New Words for the week. Be sure that you can pronounce every word. Your teacher may choose someone to read the article aloud. Then discuss it with your classmates.

2. Find each of the New Words in the article. Pronounce them carefully. Make sure that you know the meaning of each New Word.

3. Use each of the New Words orally in a sentence.

4. Copy the New Words on a sheet of paper.

On Tuesday, Study the New Words

With each lesson there are exercises called Working with Words. Do these exercises on Tuesday. Always write your answers on a sheet of paper. Never write in this book. Here are five exercises for this week:

1. Write the New Words beginning with **a** in alphabetical order.

2. Find and write two New Words beginning with **en** and three beginning with **ex**.

3. Write the New Word having only one syllable.

4. Write these words: **research**, **generation**, **procure**, **prevail**. Find the meaning of each word in your dictionary. Use each word in a sentence.

5. Write these words in alphabetical order: **triumph**, **observation**, **gratitude**, **uncomfortable**, **surrender**.

On Wednesday, Take Your First Test

1. Number a piece of paper for your first test.

2. Listen carefully as your teacher pronounces each word. Then say each word softly to yourself. Write each word after its number.

3. Correct your test. Count the number of words that you spelled right. Write the number on your paper. This is your first score.

4. Put a line under each word that you misspelled. These are your hard words. Write each of your hard words correctly.

5. Save your test paper.

On Thursday, Learn to Spell Your Hard Words

1. Take the test paper on which you marked your hard words on Wednesday. Use these rules for learning to spell each word that you misspelled:

How to Learn to Spell

1. Look at the word and say it softly to yourself. Make sure that you hear every sound correctly.

2. Look at the word and say each letter in it.

3. Cover the word or close your eyes. Try to say each letter of the word without looking at it.

4. Look at the word and copy it.

5. Write the word three times without looking at your book. Check the spelling. If you make a mistake, start again with the first rule in this list.

2. Study every hard word the same way.

3. Beginning with lesson 2, you will have eight Review Words each week. Study the Review Words when you have learned all the New Words.

4. If you have time left, learn to spell the Other Words to Spell. You will find the first list of these words in lesson 2.

On Friday, Take Your Last Test

1. Number a paper for your test.

2. Listen carefully as your teacher pronounces each New Word and Review Word. Write each word.

3. Correct your test. Count the number of words that you spelled right. Write the number on your paper. This is your final score.

4. If you keep a Progress Chart, mark your score on it.

Keep a Record of Your Spelling

Keep a record of the words that you misspell on the Friday tests. A small notebook will be good for the purpose. Each Friday write in your notebook the words that you misspell. Call them My Hard Words. Study them whenever you have time on other spelling days.

In your notebook list also the words that you misspell in the other writing that you do in school. Call these My Special Words. When you have extra time, work hard to learn to spell these words. You will never be a good speller until you master your special difficulties.

2. J. A. D. McCurdy

It was a Canadian, J. A. D. McCurdy, who made the first successful airplane flight in the British Empire. Too busy to notice the laughter and curiosity of the onlookers, McCurdy and several companions experimented at Baddeck, Nova Scotia. When at last their plane was ready, they had no assurance it would really fly. Indeed, they soon found a defective part, but these determined men accepted each unfortunate happening as a new challenge. Changeable winds often caused confusion. Finally, in February, 1909, they accomplished their purpose. They announced that the *Silver Dart* had flown half a mile at a speed of 40 miles an hour. What a contrast to today's speeds!

The reception of the news was disappointing. Instead of acclaiming McCurdy and offering him congratulations and admiration, people seemed to despise the very idea of aviation. No champion came forth to applaud this successful venture in flying. However, this soon changed, and McCurdy's name is now immortal in the story of air transportation.

New Words

laughter	changeable	congratulation
curiosity	confusion	admiration
assurance	accomplished	despise
defective	announced	aviation
determined	contrast	champion
unfortunate	reception	immortal
challenge		transportation

Working with Words

1. Write the two New Words that begin with the prefixes **un** and **im**. What does each word mean?

2. Write in alphabetical order all the New Words beginning with **a** or **c**.

3. Write the New Words derived from these words: **transport, laugh, change, accomplish**. Notice that the **e** in **change** was not dropped before adding the suffix.

4. Find **champion** in the dictionary. How is it pronounced? Say it carefully. Write sentences that illustrate two meanings of **champion**.

5. Write the New Words that mean (1) imperfect; (2) to scorn or to look down upon; (3) resolute.

6. One New Word comes from the Latin word **avis**, meaning "bird." Find the New Word and write it.

7. Find and write two meanings for **reception**.

Review Words

disappointment	acknowledgment	extraordinary
grateful	achievement	analysis
enthusiasm		endeavour

Other Words to Spell

airdrome	altitude	enterprise	herald

3. Sir Frederick Banting

Sir Frederick Banting, the physician who discovered insulin, had a faculty for hard work and a spirit of inquiry. As a young doctor he settled down in London, Ontario, to treat the usual procession of those made wretched by rheumatism, pneumonia, appendicitis. But he was not content. He wanted to contribute to medicine something vital that would help the invalid suffering from cancer or diabetes; so, turning his back on surgery and the call of the ambulance, he devoted his time to study. Gradually the idea of insulin was born.

Needing a laboratory of greater capacity, Banting went to confer with medical men in Toronto, but they felt he had little probability of success. In 1921 he did obtain the facilities he wanted and began his work. That he was successful all the world knows, for his fame is international. In Toronto an institution bearing his name has been established to further medical research.

New Words

physician	pneumonia	cancer	confer
inquiry	appendicitis	surgery	probability
procession	contribute	ambulance	facilities
wretched	vital	devoted	international
rheumatism	invalid	capacity	institution

Working with Words

1. Among your New Words find two containing the vowels **eu**. What sound have these letters? Write the New Words. Cross out the silent letters in each one.

2. Find the meanings of these words in your dictionary: **vital, confer, capacity, inquiry, facilities.** Write each word in a sentence.

3. Write these words in a list: **invalid, ambulance, contribute, appendicitis, probability.** Find the words in the dictionary and copy the diacritical mark for each vowel. Notice that **y** in **probability** is a vowel and is sounded like ĭ.

4. Write these words in alphabetical order: **cancer, wretched, surgery, devoted, procession.**

5. Write the New Word that means "a doctor of medicine." Try to find the difference in meaning between **physician** and **surgeon.** Use each word in a sentence.

6. Notice each syllable of **institution** as you say it softly to yourself. Write **institution.**

7. Write the New Word beginning with the prefix **inter. Inter** means "between." What does **international** mean?

Review Words

surgeon	assurance	challenge	announced
epidemic	aviation	champion	reception

Other Words to Spell

X ray	pulse	humanity	conquest

4. Guglielmo Marconi

Guglielmo Marconi probably did not anticipate the modern radio in 1901 when he heard the first wireless message from across the Atlantic. In 1922, the first professional radio station in Canada broadcast its first programme. Soon government regulation became necessary. A different channel, or wave band, was assigned for different purposes, inasmuch as interference had begun to interrupt broadcasts. Even amateur broadcasters were given a special meter band. Meanwhile broadcasting companies sought the patronage of advertisers as a means of financing their programmes.

Today an abundance of entertainment fills the air. Those inclined to do so may listen to the news, the reading of a novel, a dramatic sketch, or a sermon. Radio is the medium through which people, heretofore wholly isolated, are brought into contact with the world.

New Words

anticipate	channel	companies	dramatic
wireless	inasmuch	patronage	sermon
professional	interrupt	abundance	medium
broadcast	amateur	inclined	heretofore
regulation	meter*	novel	wholly

*Also spelled **metre**.

Working with Words

1. Find the New Word that is a homonym of **holy.** Write both **holy** and your New Word in sentences.

2. Find two different meanings for **novel, meter, inclined,** and **medium**. Write sentences that illustrate both meanings of each word.

3. Write the words **inasmuch** and **heretofore.** Find three little words in each one.

4. Write the New Word that is a plural form.

5. Find the meanings of these words in your dictionary: **abundance, professional, channel, patronage.** Write the words. Use each one in a sentence.

6. Write **sermon, regulation, amateur,** and **broadcast.** Now write the plural form of each word.

7. Write the words **anticipate** and **interrupt.** Now make new words by adding **ed** and **ing** to each one. Remember to drop the final **e** in **anticipate** before adding the suffixes.

8. One meaning of the suffix **less** is "without." Write the New Word ending in **less.** What does it mean?

9. Write the New Word derived from **drama.**

Review Words

leisure	rheumatism	physician	probability
bulletin	pneumonia	capacity	procession

Other Words to Spell

static	censor	microphone	sponsor

5. Charles Goodyear

Charles Goodyear was the first person to conceive of the idea of vulcanizing rubber. Poor and neglected, he laboured for nine years to improve his product. He had achieved only partial success when, in 1839, he accidentally discovered the solution to the problem.

Today rubber is an essential material. From suburb to city, home to theatre, restaurant, or other destination, it aids rapid transit. When they were faced with a temporary rubber shortage, the Canadian people found it hard to curb their tendency to travel. Synthetic, or artificial, rubber was produced from various compounds. The best of it operated satisfactorily and was durable, but it was scarce and expensive.

Let us contemplate what might have happened had Goodyear not made his discovery. In theory someone else might have done so, but the reverse might well have been true. We of the twentieth century might not have had strong flexible rubber but for Charles Goodyear.

New Words

conceive	suburb	tendency	contemplate
neglected	restaurant	artificial	theory
partial	destination	compound	reverse
solution	transit	satisfactorily	twentieth
essential	temporary	durable	flexible

Working with Words

1. The word **conceive** follows this rule: **I** before **e** except after **c**, or when sounded like **ā**, as in **neighbour** and **weigh**. Write **conceive.** Write another word that rhymes with **conceive** and follows the rule.

2. A word which is the opposite in meaning to another word is called an *antonym.* Write the New Words which are antonyms of **stiff** and **permanent.**

3. Write the New Word that is a numeral.

4. Find two New Words that end with **tial** and one that ends with **cial.** What sound has each syllable? Write the words.

5. Write six New Words of two syllables each.

6. One New Word has six syllables. Pronounce it slowly and softly. Write it.

7. Find the meanings of these words in your dictionary: **theory, tendency, solution, compound, durable.** Write the words. Use them in sentences.

8. Write the New Words that mean (1) to consider carefully; (2) a public eating place; (3) the place to which one is going; (4) unnoticed.

Review Words

appreciation	anticipate	wholly	abundance
criticize	amateur	interrupt	medium

Other Words to Spell

synthetic	publicity	historical	gauge

6. Let's Make Sure

facilities	endeavour	suburb	destination
companies	interrupt	reverse	patronage
determined	physician	confusion	appendicitis
institution	transit	channel	accomplished
tendency	heretofore	confer	gratitude
sermon	partial	deed	laughter
pneumonia	meter	despise	rheumatism
admiration	devoted	amateur	inasmuch
accompanied	defective	compound	uncomfortable
contrast	approach	enthusiasm	analysis
research	invalid	surrender	aviation
curiosity	novel	reception	restaurant
abundance	contemplate	wholly	international
durable	inquiry	wireless	extraordinary
flexible	cancer	neglected	changeable
contribute	achievement	inclined	congratulation
observation	champion	probability	twentieth
conceive	vital	expedition	assurance
wretched	dramatic	theory	broadcast
challenge	essential	triumph	artificial
unfortunate	prevail	exceed	procession
generation	temporary	immortal	transportation
anticipate	announced	surgery	professional
capacity	regulation	medium	acknowledgment
procure	ambulance	solution	satisfactorily

What to Do During Review Week

The last lesson of each unit is a review. During each Review Week use the following directions instead of the ones that are given on pages 7 to 9.

Monday

Pay special attention to the words that you misspelled on your Friday tests. Use the rules for studying your spelling that are given on page 8.

The words on page 18 are your Review Words. Say them softly to yourself. Study any word that does not seem easy to you.

Tuesday

Start to do the exercises called Reviewing Your Words. Learn any words that are hard for you to spell. Complete as many exercises as you can.

Wednesday

Take a test on the first half of your Review Lesson. Your teacher will pronounce the words for you. Check your paper carefully. If you misspell any words, write them in your list of Hard Words.

Thursday

Take a test on the second half of your Review Lesson. Your teacher will pronounce the words for you. Check your paper and list your Hard Words.

Friday

Study the words that you misspelled on Wednesday or Thursday. If you did not misspell any words, you may finish Reviewing Your Words.

Reviewing Your Words

1. Review the following rules for adding the suffix **ly**:

> 1. Words ending in a consonant and **y** change the **y** to **i** before adding **ly**.
>
> 2. Words ending in **ble** usually drop the **le** and add **ly**.
>
> 3. Most other words add **ly** without making any change.

Write these Review Words in a list: **unfortunate, uncomfortable, partial, temporary, durable, essential.** Make new words by adding **ly** to each one. Write the new word opposite the Review Word. Use the rules given above.

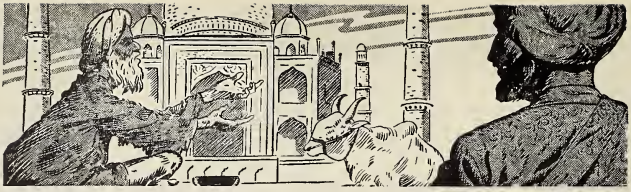
2. The Review Word **wholly** is an exception to the rules for adding **ly**. Write **wholly**. Use it in a sentence.

3. Most words ending in silent **e** keep the **e** before adding **ment**. The word **achievement** illustrates the rule. There are a few important exceptions to this rule, however. One of them is **acknowledgment**. Write **achievement** and **acknowledgment**.

4. Among your Review Words find two that are plural forms ending in **ies**. Write them. Write also the singular forms of each word. Now write these Review Words: **inquiry, theory, tendency, capacity**. Write the plural form of each of these words.

5. Find the words **inquiry, amateur, research,** and **patronage** in your dictionary. Notice that two pronunciations are given for each word. The first pronunciation is the preferred one, but the second is also correct.

Unit II
Lands and Peoples
of the Commonwealth



7. India—the Land of Contrasts

In this land of the Orient striking contrasts are evident. The native prince—the patron of respectable scholars and the arts—lives in grandeur, garbed as for a festival in rich costume; but the pitiful peasant lives in rags, in miserable poverty, often without sufficient food to nourish him. Here, beautiful buildings, with interiors magnificent beyond imagination, cast their shadows on the hovels of the poor.

India has many religions, each with its own moral code and each suspicious of the activities in which the others are engaged. With intense resolution missionaries strive for an extension of the Christian faith.

India's form of government changed in 1947. Some Indians advocated a republican form of government, but both India and Pakistan decided to remain within the Commonwealth, Pakistan as a dominion and India as a republic.

New Words

Orient	festival	interior	intense
evident	costume	imagination	resolution
patron	pitiful	moral	extension
respectable	miserable	suspicious	Christian
scholar	nourish	engaged	republican

Working with Words

1. Write the New Word that is an antonym of **exterior.**

2. Write the words **Christian** and **Orient.** The word **Christian** is always capitalized. The word **Orient** is usually capitalized when it refers to the East or to countries of the East. Write sentences using **Christian** and **Orient.**

3. Write **respectable, intense, pitiful, miserable,** and **evident.** Make new words by adding **ly** to each one. Which rule will you follow in adding **ly** to **respectable** and **miserable?**

4. Write **festival, scholar, patron, moral,** and **costume.** Now write the plural form of each word.

5. Find and write the New Words ending in these suffixes: **ation, tion, sion.** Write the root word from which each is derived.

6. The suffix **ous** means "full of" or "abounding in." Write the New Word ending in **ous.** What does it mean?

7. Write **nourish.** Notice the **ou** in the first syllable. Make new words by adding **es, ed,** and **ing** to **nourish.**

8. Write the New Word derived from **engage.**

Review Words

receive	artificial	essential	conceive
tendency	restaurant	temporary	satisfactorily

Other Words to Spell

ancestor	foreigner	courageous	allies

8. A Land of Sunshine

"Paradise of the Atlantic" is undoubtedly an appropriate name for Bermuda, a land of eternal sunshine. Its magnificent flowers, crystal waters, and clear atmosphere are well known. Originally colonized by the English, Bermuda has a tremendous appeal, as a pleasure resort and as a place of residence, for those who seek to escape dreary winter days. Every part of Canada and the United States, and even some Central and South American republics, are represented among the visitors, as the names and addresses signed in the hotel registers show.

Upon arrival visitors receive a cordial welcome and are introduced to the many attractions of the island—its sports, its gay social life, and its shops with English woollens, china, and delicate embroidery. Membership in golf and tennis clubs is open to visitors, who soon become well acquainted.

New Words

undoubtedly	atmosphere	dreary	cordial
appropriate	originally	republic	introduced
eternal	tremendous	represented	embroidery
magnificent	resort	signed	membership
crystal	residence	arrival	acquainted

Working with Words

1. Find in your dictionary the two New Words ending in **ly**. Write the words in syllables. Then write the whole words. Write the root words from which these New Words were formed.

2. Write **eternal**, **cordial**, and **dreary**. Make new words by adding **ly** to each one.

3. Four New Words end in **ed**. Find them and say them softly to yourself. Write the words.

4. The words **residence** and **residents** are homonyms. Write a sentence using each word.

5. What meanings does your dictionary give for **resort**? Write sentences illustrating two meanings.

6. Find **magnificent**, **tremendous**, **atmosphere**, **embroidery**, and **appropriate** in your dictionary. Write them in syllables. Write the whole words.

7. Write the New Word beginning with **crys**.

8. Write the New Word derived from **arrive**. Write the suffix. What letter was dropped before adding **al**?

9. Write the New Words containing the little words **public** and **member**.

Review Words

immense	suspicious	imagination	festival
familiar	Christian	respectable	intense

Other Words to Spell

Bermuda	paradise	volcano	hospitable

9. Newfoundland

Newfoundland, which for many years was a British dominion, is an island about 325 miles in length and 310 miles in breadth. Its many resources include forests and substantial mineral deposits.

Unfortunately, during the 1930's, Newfoundland's revenue decreased, despite high tariffs imposed in a stubborn attempt to solve the difficulty. Preliminary discussions were begun and a petition was sent to Britain asking for financial aid. This resulted in a declaration that the responsibility for the country's affairs would be given to an appointed Commission. Payment of Newfoundland's debt was guaranteed by Britain, and the Commission necessarily introduced elaborate economies.

In spite of the efficiency of the Commission, many Newfoundlanders longed for a renewal of civil, responsible government. Some wanted independence; others favoured confederation with Canada, since their country lay within Canada's sphere of influence. In 1948 a plebiscite decided for the latter course, and Newfoundland entered the Canadian confederation the following year.

New Words

breadth	preliminary	necessarily
resource	petition	elaborate
substantial	declaration	efficiency
unfortunately	responsibility	renewal
revenue	appointed	civil
tariff	guaranteed	independence
stubborn		sphere

Working with Words

1. Find **unfortunately**, **responsibility**, **preliminary**, **independence**, **necessarily**, **petition**, **substantial**, and **stubborn** in the dictionary. Copy each word by syllables. Write the whole words.

2. Write two New Words of one syllable.

3. Write the New Words derived from **declare** and **renew.**

4. The words **civil** and **guaranteed** have different meanings. Write sentences that illustrate two meanings of each word.

5. Find the meanings of **revenue**, **resource**, **efficiency**, and **tariff.** Write the words. Use them in sentences.

6. In your dictionary find two pronunciations and two meanings for **elaborate.** Write a sentence illustrating each meaning.

7. Write **appointed.** Drop the **ed** and add another suffix. Write the new word.

Review Words

acquaintance	originally	appropriate	crystal
quantities	acquainted	magnificent	signed

Other Words to Spell

Newfoundland	fisheries	cargo	siege

10. The Royal Visit to South Africa

The 1947 visit of the Royal Family to South Africa strengthened the bond of empire as no treaty or conference of representatives could have done.

Political and industrial revolution has changed the philosophy of British rulers who now are desirous of being not absolute monarchs, reigning by divine right, but democratic individuals.

For many years consistent efforts have been made by those of royal descent to know the Empire and Commonwealth better. On many occasions the heir to the throne has visited the Dominions and Colonies, but this tour of South Africa was only the second time a Dominion has been so honoured by the reigning monarch. The royal party was welcomed warmly with many demonstrations of loyalty.

Our present King is ambitious to understand thoroughly the needs of the Commonwealth. As a consequence, he has turned his keen intelligence to a study of the peoples and countries in this great federation of nations.

New Words

empire	philosophy	descent
treaty	desirous	heir
conference	absolute	demonstration
representative	divine	ambitious
political	individual	thoroughly
industrial	consistent	consequence
revolution		intelligence

Working with Words

1. Write the New Word that is a homonym of **air.** Use each homonym in a sentence.

2. Write **political** and **industrial.** Notice that the **y** in **industry** was changed to **i** before adding **al.**

3. Write the words **confer, demonstrate, thorough,** and **desire.** Now write the New Words derived from each one. Check the New Words which dropped final **e** before adding suffixes beginning with vowels.

4. Write the New Word in which **sc** is sounded like **s.**

5. Find the meanings of **consequence, consistent,** and **ambitious.** Write the words. Use each one in a sentence.

6. Write **empire, divine, intelligence,** and **absolute.** Mark each vowel. Cross out the silent **e**'s.

7. Write the New Word containing the letters **ph.**

8. Write **treaty.** Write its plural form.

9. Write **individual.** The word comes from a Latin word meaning "indivisible." What does **individual** mean?

10. The words **revolution** and **representative** are derived from **revolt** and **represent.** Use these two root words to explain the meanings of your New Words. Write sentences using the New Words.

Review Words

completely	efficiency	guaranteed	civil
extremely	necessarily	preliminary	breadth

Other Words to Spell

emperor	entry	naval	Boer

11. Australia

We do not know who first discovered Australia, but Britain felt that Captain Cook's voyage of 1770 should entitle her to claim the country as a British possession and this claim was recognized. Cook's ship ran aground and was damaged on a treacherous reef which runs in an almost continuous line along the coast. His men showed good discipline and, after throwing overboard guns, ammunition, and other military stores, they refloated the ship. Then, though he lacked adequate tools and qualified workmen, Cook made repairs with a minimum of delay and returned home. His courage is an inspiration.

During the Second World War the registration of troops showed how willing the men were to volunteer and how loyal Australia was to the obligations of empire. Her very existence was threatened during the war with Japan. While not seeking revenge, her postwar internal and external policies confirm her determination that a parallel situation must never develop again.

New Words

entitle	discipline	minimum	existence
possession	ammunition	inspiration	revenge
recognized	military	registration	internal
treacherous	adequate	volunteer	confirm
continuous	qualified	obligation	parallel

Working with Words

1. Write the New Words that mean (1) to offer of one's free will; (2) to strengthen; (3) enough; (4) inner.

2. Write **possession**, **registration**, **inspiration**, and **obligation**. Write also the root word from which each was derived. In which one was the last syllable changed?

3. The word **minimum** is a Latin word. Find its meaning. Write a sentence using **minimum.**

4. Write **entitle**. Now, drop the **en**. What new word have you?

5. Write the New Words derived from **exist**, **continue**, **recognize**, and **qualify**. Write also each root word.

6. Write **treacherous**. Underline **ea**. What sound has **ea**? Change **ous** to **y** and write another word.

7. The words **parallel** and **discipline** are hard to spell. Write each one in syllables. Say the words softly. Write them. Write a sentence using each word.

8. Write the New Word containing **mm.**

9. Write **revenge**. Cross out the final **e** and mark the sounds of other **e**'s.

10. The word **military** is derived from a Latin word meaning "soldier." Write **military**. Use it in a sentence.

Review Words

authority	thoroughly	descent	representative
thorough	philosophy	consistent	consequence

Other Words to Spell

cruiser	voluntary	pistol	kangaroo

12. Let's Make Sure

pitiful	extension	substantial	engaged
interior	philosophy	atmosphere	desirous
costume	sphere	elaborate	arrival
divine	empire	membership	declaration
crystal	Orient	heir	continuous
miserable	breadth	resource	introduced
consistent	republican	revolution	demonstration
appointed	recognized	respectable	imagination
internal	parallel	conference	obligation
embroidery	festival	consequence	inspiration
qualified	renewal	resolution	representative
patron	absolute	republic	intelligence
efficiency	residence	stubborn	represented
acquainted	moral	individual	existence
intense	confirm	minimum	thoroughly
civil	evident	industrial	responsibility
treaty	cordial	originally	suspicious
eternal	tariff	appropriate	unfortunately
dreary	Christian	possession	undoubtedly
scholar	entitle	adequate	independence
resort	revenue	volunteer	magnificent
signed	petition	discipline	guaranteed
tremendous	political	ammunition	registration
ambitious	nourish	preliminary	necessarily
descent	revenge	military	treacherous

Reviewing Your Words

1. Read again the plan for study during Review Week that is given on page 19.

2. Words which end in consonants add many suffixes without making any change. Write these Review Words: **appointed**, **respectable**, **renewal**, **republican**, **possession**, **conference**, **unfortunately**. In each word underline the suffix which was added.

3. Write these words in a list: **engage**, **desire**, **arrive**, **declare**. Find and write the Review Word formed by adding a suffix to each of the words. Notice that one of these suffixes was used: **ed**, **ous**, **al**, **ation**. Words ending in a final **e** usually drop the **e** before adding a suffix beginning with a vowel. Find and write one other Review Word which dropped final **e** before adding **ous**, and one which dropped final **e** before adding **ed**. Find and write four Review Words which added **ation** or **ion** without any other change than dropping the final **e**.

4. Write these Review Words: **revolution**, **resolution**, **registration**, **extension**. Think of the root word from which each was formed. Notice that each of these words changed the form of the root word slightly before adding the suffix.

5. Pretend you have a dictionary with each pair of guide words given below. Write the guide words. Then write one of the following Review Words that you would find on the page with each pair of words: **elaborate**, **costume**, **confirm**, **eternal**.

conference–consistent
cordial–crystal
efficiency–embroidery
empire–evident

6. Some words have two syllables which are accented. The accent which is the heavier is called the *primary accent.* The other accent is called the *secondary accent.* For example, notice the accents in these words: **re-spon'si bil'i ty, rep're sent'a tive, pre lim'i nar'y.** Say the words softly. Write the words.

7. Singular nouns form the possessive by adding an apostrophe and **s**, as **heir, heir's.** Write the possessive form of **Christian, scholar, patron,** and **individual.** Write a sentence using each possessive word.

8. As you copy these sentences, fill in each blank with a word chosen from your Review Words:

(1) A soldier who joins the army without being drafted is called a **v**_____.

(2) The **d**_____ in the army is quite strict.

(3) The men are well supplied with **a**_____.

(4) The aviator's **p**_____ training lasted three months.

(5) The nation's **m**_____ power increased greatly.

9. The Greek word **atmos** means "steam" or "vapour." Find a Review Word containing this Greek form. What does your Review Word mean? Use it in a sentence.

10. Write these words: **intelligence, consequence, independence.** In each word change the **ce** to **t** and write another word.

11. Do you dot every **i** and cross every **t**? Select six Review Words containing **i** and six containing **t.** Write them carefully and correctly.

12. Select any ten Review Words beginning with **re** and write them in an alphabetical list.

Unit III
Your Dad and His Money

13. You and Your Father's Money

Did you ever consider where your father's money comes from? It is not something which he gets each week or each month in a mysterious, effortless way. Of course you have not been unconscious of the fact that competition for money is keen in the vicinity of your home, and in every community. You know, too, that lack of money often makes men desperate or drives them to despair and leads to tragedy.

Experts are practically unanimous in thinking that the best adjustment is made when boys and girls have an allowance. Until you earn your own money, there is no good substitute for this plan. If you have an allowance, you should learn to be shrewd and economical in handling it. Do not exhaust your father's patience or make a nuisance of yourself by asking for extras. Unexpected gifts of money may enable you to enjoy an occasional luxury, but should not be depended upon.

New Words

mysterious	despair	substitute	nuisance
unconscious	tragedy	shrewd	unexpected
competition	unanimous	economical	enable
vicinity	adjustment	handling	occasional
desperate	allowance	exhaust	luxury

Working with Words

1. Write **vicinity**, **luxury**, and **tragedy**. Each word forms its plural in the same way. Write the plural forms.

2. Write **despair** and **desperate**. What does each word mean? Use each word in a sentence.

3. Find the New Words that mean (1) to make able; (2) to use up completely; (3) thrifty; (4) sharp-witted.

4. Write **occasion**, **adjust**, and **allow**. Now write the New Words formed from these words.

5. Write **compete** and **handle**. Write the New Words formed from these words. Notice that the final **e** in the root words was dropped before **ition** and **ing** were added.

6. The prefix **un** means "not." What do **unconscious** and **unexpected** mean? Write the words.

7. Write **nuisance**. Cross out the silent letters.

8. Find the meanings of **substitute** and **unanimous**. Write a sentence using each word.

9. Write **mystery** and **mysterious**. Notice that the **y** in **mystery** is changed to **i** before adding **ous**.

10. Find **economical** in your dictionary. What is the preferred pronunciation? Write **economical** and mark each vowel sound.

Review Words

separate	parallel	discipline	volunteer
adequate	continuous	existence	recognized

Other Words to Spell

extravagance	aggravate	resolve	beneficial

14. How the Bank Serves Your Father

The bank is well equipped to help your father. He may accumulate his surplus cash in a savings account, receiving a specific rate of interest. The bank faithfully guards the safety-deposit box where he may keep jewelry and important papers, such as mortgages.

Your father will ordinarily have enough money for the family expenses, but sometime he may be an applicant for a loan from the local bank. The banker will ascertain the amount desired, make out a note, and deduct the interest in advance. He may keep the note until maturity or sell it at a discount.

If you have kept a small-change bank, you had better deposit its contents in a savings account. The cashier will give you a passbook for your exclusive use. For this accommodation he charges nothing. The bank must comply with all the banking laws and be approved by a bank examiner. In a bank your money is safe.

New Words

equipped	jewelry*	desired	cashier
accumulate	mortgage	deduct	exclusive
surplus	ordinarily	maturity	accommodation
specific	applicant	discount	comply
faithfully	ascertain	contents	approved

*Also spelled **jewellery**.

Working with Words

1. Find these words in your dictionary: **surplus, maturity, ascertain, comply.** Use each one in a sentence.

2. Write **mortgage.** Cross out two silent letters.

3. Write two New Words that are adverbs ending in **ly.**

4. Make sure that you know how to use **deduct** and **discount** correctly. Use each word in a sentence.

5. One New Word doubles the final consonant before adding **ed.** Find it and write it.

6. Two New Words dropped final **e** before adding **ed.** Write them.

7. Find and write the New Words in which you see the words **cash** and **jewel.**

8. Use your dictionary to find the meanings of **specific** and **exclusive.** Write a sentence using each word.

9. The word **applicant** is derived from **apply.** Write both words.

10. Say **accommodation** softly by syllables. Underline the **cc** and **mm.**

11. Write **accumulate.** Underline the **cc** and the **m.**

12. Write a sentence using **contents.**

Review Words

occasion	mysterious	competition	unconscious
schedule	unanimous	nuisance	tragedy

Other Words to Spell

incur	proceeds	depositor	commodity

15. Dad Pays His Share

Each year your father must notify the Dominion Treasury of his income and fill out an Income Tax statement. Tax laws specify that contributions to the church or to charity may be deducted from gross income. The claim for such a deduction must be accompanied by a receipt from the treasurer of the organization. A soldier's bonus or a pension under a stated amount is not taxed. The income tax is payable at specified times, and the cash must be available, for inability to pay is not an excuse for failure to do so.

Additional revenue is secured from taxes on gems, cigarettes, liquor, and certain other luxuries. The earnings of a corporation and dividends from stocks are taxed. Some provinces impose a sales tax on merchandise. These taxes are needed to keep the government in operation; so every citizen must pay his share.

New Words

notify	deduction	specified	liquor
treasury	treasurer	available	corporation
statement	bonus	inability	dividend
specify	pension	secured	impose
gross	payable	gems	merchandise

Working with Words

1. Find and write the two New Words in which the first seven letters are exactly the same.

2. What is the difference between a **bonus** and a **pension**? Use your dictionary to help you to decide. Write sentences that illustrate the meaning of each word.

3. Write **specify** and **specified**. To add **ing** to **specify**, you need not change the **y** to **i**. Write **specifying**.

4. Write **notify**. Now add **ed** and **ing**.

5. What is the meaning of **merchandise**? Write **merchandise**. Compare its spelling with the word **merchant**.

6. Find and write the New Words containing the little words **state**, **avail**, **pay**, and **deduct**.

7. What meanings does your dictionary give for **gross**? Write sentences illustrating two meanings.

8. Write the New Word that rhymes with **stem**.

9. Find **corporation** and **dividend** in the dictionary. Write the words in syllables. Write the whole words.

10. The word **liquor** has two common meanings. What are they? Learn to spell **liquor**. Write the word.

11. Write the New Words which mean (1) to put a tax on; (2) obtained; (3) lack of ability.

Review Words

judgment	equipped	accumulate	ascertain
argument	mortgage	accommodation	ordinarily

Other Words to Spell

assess	taxation	levy	stockholder

16. Dad Buys Insurance

When you were born, an insurance salesman from a local agency may have had an interview with your dad and sold him a policy for you. When the initial payment was made, the policy was issued. All these years Dad has assigned a proportion of his earnings to paying the premium. The policy will mature when you are ready to go to college and help to pay your expenses there.

Much of your dad's savings may be in the form of life insurance. Because his expectation of life was good when he was young, he may have bought a series of policies and invested the maximum amount possible in that form of savings. By this procedure he was positively sure of leaving an estate if he died. Dad has evidently done his utmost to provide for his family. Don't you think his motive a worthy one?

New Words

insurance	issued	expectation	estate
salesman	assigned	series	evidently
agency	proportion	maximum	utmost
interview	premium	procedure	motive
initial	mature	positively	worthy

Working with Words

1. Write the New Word which is a Latin word meaning the opposite of **minimum**.

2. Find the meanings of **proportion**, **series**, and **mature**. Write a sentence using each word.

3. In your dictionary find at least two meanings for each of these words: **estate**, **premium**, **initial**. Illustrate the meanings in sentences. Write the New Words.

4. Write **salesman**. Write the plural form of the word.

5. The prefix **inter** means "between" or "among." What does **interview** mean? Use the word in a sentence.

6. Write **expect**, **assign**, **positive**, **evident**, **issue**, and **insure**. Write the New Words formed from these words. Check two that dropped final **e** before adding suffixes.

7. The words **motion**, **motive**, and **motor** are derived from a Latin word meaning "to move." Use each word in a sentence. Write the words.

8. Say **procedure** carefully by syllables. Look closely at the second syllable. Write **procedure**.

9. Write the New Words in which you see the words **most** and **worth**.

10. Write **agency**. Write also its plural form.

Review Words

beginning	treasurer	corporation	liquor
calendar	dividend	specified	bonus

Other Words to Spell

invest	interval	creditor	identify

17. Are You an Asset or a Liability?

You may think it tedious and unpleasant to bother about money matters; but on the fourteenth anniversary of your birthday, it is time for you to show some understanding of family finance.

Does your family live on a budget? Do your parents own your home, do they rent it, or do they lease an apartment? Do you save them annoyance and inconvenience by planning your spending in advance? Can you yourself carry out a business transaction? Can you resist the temptation to buy a soda or some attractive trifle when economy is necessary?

Earning a living definitely means much more than cashing coupons cut from bonds. You had better make an inventory of the ways you may help your family to lessen their expenditures. As a strictly business proposition, decide to be an asset, not a liability.

New Words

tedious	apartment	trifle	inventory
anniversary	annoyance	economy	expenditure
finance	inconvenience	definitely	proposition
budget	transaction	coupon	asset
lease	temptation	bond	liability

Working with Words

1. The words **asset** and **liability** are antonyms. What does each one mean? Write each word.

2. Among your New Words are three having five syllables each. Write them.

3. Write the New Words which added the suffixes **ation**, **ance**, and **ly** without making any other change in the root words.

4. In your dictionary find the preferred pronunciation of **finance**. Say the word. Write sentences using **finance** as a verb and as a noun.

5. Find at least two meanings for **bond** and illustrate each one in a sentence.

6. Write the New Words that mean (1) tiresome; (2) a room or group of rooms to live in; (3) something of small value or importance.

7. Look up the meanings of **expenditure**, **inventory**, **proposition**, and **transaction**. Use the words in sentences.

8. Write the one-syllable word in which **ea** is pronounced **ē** and the two-syllable word in which **cou** is pronounced **kōō**.

9. Write the words **economy** and **budget** in sentences.

Review Words

believe	instead	initial	positively
losing	interview	expectation	procedure

Other Words to Spell

economics	instalment	financier	auditor

18. Let's Make Sure

despair	specific	apartment	unconscious
accumulate	utmost	salesman	unexpected
specify	dividend	pension	inconvenience
agency	approved	transaction	inability
series	luxury	tragedy	expenditure
maximum	trifle	economy	adjustment
discount	issued	motive	allowance
handling	premium	coupon	occasional
specified	jewelry	comply	available
procedure	unanimous	exhaust	annoyance
desired	notify	vicinity	secured
treasury	bonus	exclusive	temptation
insurance	inventory	deduction	expectation
deduct	contents	estate	anniversary
mature	proportion	budget	economical
ascertain	desperate	asset	treasurer
cashier	applicant	interview	mysterious
initial	statement	impose	substitute
worthy	assigned	surplus	nuisance
tedious	finance	mortgage	equipped
gem	enable	faithfully	proposition
shrewd	maturity	competition	payable
bond	liquor	definitely	corporation
gross	ordinarily	accommodation	positively
lease	liability	evidently	merchandise

Reviewing Your Words

1. Write two Review Words that were formed by placing the prefix **un** before two words that you know.

2. Write the words **economical**, **worthy**, and **approved**. Make new words by placing the prefix **un** before each one.

3. Write the word **unanimous**. What does **unanimous** mean? In this word **un** is not a prefix.

4. Write **comply**, **notify**, and **specify**. Add **ing** to each word. Remember the rule that words ending in a consonant and **y** do *not* change the **y** to **i** before adding suffixes beginning with **i**.

5. Write **tragedy**, **vicinity**, **agency**, **anniversary**, **liability**, **luxury**, and **inventory**. Write the plural form of each word.

6. Among your Review Words find five having only one syllable each.

7. One meaning of the prefix **in** is "not." Write the two Review Words containing this prefix. Make a new word by placing **in** before the word **definitely**.

8. Write five Review Words ending in **ly**. Which two rules for adding **ly** do these words illustrate?

9. Write these words in a list: **initial**, **exclusive**, **shrewd**, **desperate**, **economical**. Opposite each one write a new word formed by adding **ly** to the Review Word. What do the new words mean? Use each one in a sentence.

10. Write the words **exhaust**, **despair**, **discount**, and **deduct**. Add **ed** and **ing** to each word to form new words. Write the new words.

11. Write the words **secured, approved, issued,** and **desired.** Make a new word from each by using the suffix **ing** instead of **ed.**

12. Write the words **enable, lease,** and **impose.** Drop the final **e** from each one and add **ed** and **ing.** Write the new words.

13. Write the possessive form of **treasurer, salesman,** and **cashier.** Use each possessive word in a sentence.

14. Find the Review Words which were derived from the following root words: **adjust, assign, occasion, avail, annoy, allow, tempt, expect.** Write the Review Words. Opposite each one write the suffix used in forming it. Notice that no change was made in any root word.

15. Write **accumulate, accommodation, merchandise, procedure,** and **insurance.** Find the words in the dictionary and copy the mark for each vowel.

16. As you copy the following sentences, use a Review Word to fill each blank:

(1) Marjorie is **t**_____ of the Hobby Club.
(2) Jane heard a **m**_____ noise in the attic.
(3) Mother used honey as a **s**_____ for sugar.
(4) My brother's puppy is a great **n**_____.
(5) Dad's bicycle is **e**_____ with a gear shift.

17. Select any ten Review Words beginning with **a.** Write the words in an alphabetical list.

18. Make sure that your **e**'s and **l**'s are carefully written with loops. Make sure also that they are of proper height. Choose any six words containing **e**'s and any six containing **l**'s. Write them in two lists. Be sure to spell correctly and to write well.

Unit IV
Writing Letters

19. Let Words be Your Messengers

If you wish to attain skill in letter-writing, you must analyze your letters and become critical of your choice of words. Although it may annoy you to pause and use the dictionary to verify the definition or spelling of a word, it is the only sure way to eliminate all errors.

Vulgar language is offensive and gives an impression of ignorance or ill breeding. The occasional use of slang is permissible in personal correspondence when dignity is not required. However, the choice of gracious words is pleasing to all with whom you may correspond.

Misuse of words may make you sound absurd and cause embarrassment. Don't overuse such words as *adorable*, *exquisite*, *gorgeous*, and *marvellous*. Under most circumstances, simple words are best.

New Words

attain
analyze*
critical
annoy
definition
eliminate
vulgar
ignorance
correspondence
dignity
gracious
pleasing
correspond
absurd
embarrassment
adorable
exquisite
gorgeous
marvellous
circumstance

*Also spelled **analyse**.

Working with Words

1. Write **correspond** and **correspondence** in syllables. Write the whole words. What does each one mean?

2. Write **annoy**. Make three new words by adding the suffixes **s**, **ed**, and **ing**.

3. Write **embarrassment**. Underline the **rr** and **ss**.

4. Write the New Words that added **al**, **ence**, and **ment** without any other change in the root word.

5. Write the New Words that dropped final **e** before adding one of these suffixes: **able**, **ance**, **ing**, **ition**.

6. Find these words in your dictionary and write them in syllables: **circumstance**, **eliminate**, **dignity**. Say the words softly. Write the whole words.

7. Write these New Words: (1) one in which the syllable **gar** is pronounced **gẽr**; (2) one in which **tain** is pronounced **tān**; (3) one in which **lyze** is pronounced **līz**; (4) one which contains a hard **g** and a soft **g**.

8. Write the New Word that means "silly."

9. Write the New Words derived from the words **grace** and **marvel**.

10. Write **exquisite** in syllables and place the accent mark correctly. Say the word. Write it.

Review Words

truly	anniversary	inconvenience	liability
friend	definitely	expenditure	finance

Other Words to Spell

apostrophe	emphasis	pronunciation	syllable

20. The Business Letter

A business letter should be clear, courteous, and brief. It may fulfil its purpose in two or three paragraphs. A short phrase usually has greater merit than a rambling clause. To include personal items, gossip, or comment concerning the weather in a business letter would make the writer appear ridiculous. All violent, high-sounding expressions and unnecessary comments should be avoided.

It is particularly important to prepare letters of application and recommendation with care and discretion. In order to achieve a perfect copy, it is advisable to write the letter in pencil before copying it in ink on good stationery.

A well-written letter saves your correspondent valued time and is usually filed to serve as a memorandum of your business.

New Words

courteous	ridiculous	discretion
fulfil	violent	achieve
phrase	unnecessary	advisable
merit	particularly	stationery
clause	application	correspondent
gossip	recommendation	valued
concerning		memorandum

Working with Words

1. Write the New Word beginning with the prefix **un**. Underline both pairs of double letters in it.

2. Write the New Word formed by adding **ent** to a word that you studied last week.

3. Write the New Words that mean (1) absurd; (2) polite; (3) regarding or about; (4) highly regarded.

4. Find and write the New Word that follows the rule for words containing **ei** or **ie**.

5. The word **memorandum** is a Latin word meaning "something to be remembered." Use it in a sentence.

6. Write the New Word which is a homonym of **claws**.

7. Write these words: **gossip**, **phrase**, **merit**, **fulfil**, **violent**. Find each one in the dictionary and copy the diacritical mark for each vowel.

8. Find these words in the dictionary and write them in syllables: **recommendation**, **advisable**, **application**, **particularly**. Say them softly. Write the whole words.

9. Write **stationery**. What does the word mean? Underline the **ery**. Write a sentence using **stationery**.

10. Find the meaning and pronunciation of **discretion**. Write the word. Use it in a sentence.

Review Words

all right	embarrassment	definition	exquisite
usually	correspondence	eliminate	ignorance

Other Words to Spell

infinite	aspect	synonym	confirmation

21. Friendly Letters

The friendly letters of great writers supplement their other works and reveal delightful glimpses of their lives and characters. Often the letters of men who have been prominent in politics are studied for their interesting side lights on important affairs of state.

Friendly letters should be legible and reasonably informal. They should never compromise with carelessness. The writer should be conscious of the need for proper margins, correct spelling, friendly sentiment, and interesting detail or humorous anecdote. He should never apologize for lack of time or ideas, even when writing his most intimate friend. Such expressions as "referring to yours," "regretting the delay," or "trusting you will reply" have no place in a friendly letter. Occasionally a postscript may be added if the writer so desires.

To acquire the art of writing a good friendly letter is worth real effort.

New Words

supplement	compromise	humorous	regretting
reveal	conscious	anecdote	trusting
glimpse	margin	apologize	occasionally
prominent	sentiment	intimate	postscript
politics	detail	referring	acquire

Working with Words

1. Write two New Words that follow the rule for doubling the final consonant. In both words change the **ing** to **ed** and write two other words.

2. Write the New Words that rhyme with **require** and **conceal.**

3. Find the New Word that is derived from the Latin words **post**, meaning "after," and **scribere**, meaning "to write." Write the New Word.

4. Find the preferred pronunciation of **detail.** On which syllable is the accent placed? Write **detail.**

5. Find the meanings of these words: **compromise, supplement, sentiment, anecdote.** Use the words in sentences. Write them.

6. Write the words **humour**, **trust**, and **occasional.** Now write the New Word formed from each of them.

7. Write the New Word in which the syllable **scious** is pronounced **shŭs.**

8. Write these words in a list: **glimpse**, **apologize**, **intimate**, **margin**, **prominent**, **politics.** Mark each vowel.

9. Find two pronunciations and two meanings for **intimate.** Write sentences illustrating both meanings.

Review Words

convenient	courteous	correspondent	unnecessary
discretion	stationery	recommendation	ridiculous

Other Words to Spell

legible	reasonably	drama	fascinate

22. Dear Sue

Dear Sue,

In the special edition of the college paper, we read that you have won the freshman essay contest. We all congratulate you heartily. We expect you to bring glory to the Townsend name as a writer of fiction.

After the summer's association with you, I had hoped to improve my themes considerably, but I confess that progress is slow. I simply cannot imitate the distinctive qualities of your style. Even my signature sometimes requires correction! Here is a specimen of my latest work, called "The Countenance at the Cemetery Gate." Does it make you tremble?

We haven't forgotten your birthday. A remembrance has just been sent to you by parcel post.

Lovingly,
Jane

New Words

edition	considerably	specimen
essay	confess	countenance
congratulate	imitate	cemetery
heartily	qualities	tremble
glory	signature	remembrance
fiction	correction	parcel post
association		lovingly

Working with Words

1. Write the New Word that is an antonym of **fact.**

2. Write **cemetery, signature,** and **specimen.** Underline each vowel.

3. Find these words in your dictionary and write them in syllables: **association, congratulate, considerably, remembrance, imitate.** Write the whole words.

4. Write **confess.** Add **ion** to form another word.

5. Write the New Words formed by (1) changing **y** to **i** and adding **es**; (2) changing **y** to **i** and adding **ly**; (3) adding **ly** without any change in the root word.

6. The words **parcel post** are never written as one word. Write **parcel post.** What does the expression mean?

7. Write **edition, correction,** and **essay.** Now write the plural form of each word.

8. Write the New Word that begins with **gl.**

9. Find the meaning and pronunciation of **countenance** in your dictionary. Write **countenance.**

10. Write **confess, imitate,** and **tremble.** Add **ed** and **ing** to each word. Be sure to drop the final **e** in **imitate** and **tremble** before adding the suffixes.

Review Words

sincerely	occasionally	compromise	supplement
preferred	postscript	apologize	referring

Other Words to Spell

theme	shirk	recollect	comical

23. Gentlemen—

A little investigation will prove to you that business letters require a special vocabulary. Because the style of the letter is more formal than that of private letters, you may use such words as *madam*, *herewith*, *requested*, *advising*, *assuring*, and *approximately*.

Business transactions may call for the use of such words as *prepaid*, *refund*, *remit*, *remitted*, and *remittance*, or *cancel*, *cancelled*, and *cancellation*. A man in the wholesale grocery business may need to use *warehouse*, *employees*, or *enclosed*, and another merchant may use *stationary*, *obtained*, *invoice*, and *owing*.

Modern business letters, though more formal than friendly letters, are much less stiff and stilted than those of the past. The good business letter states its purpose clearly, naturally, briefly, and courteously.

New Words

investigation	assuring	remitted	wholesale
madam	approximately	remittance	warehouse
herewith	prepaid	cancel	enclosed
requested	refund	cancelled	stationary
advising	remit	cancellation	invoice

Working with Words

1. Write three New Words that are compound words. Write the two little words in each one.

2. The prefix **pre** means "before." Write the New Word beginning with **pre**. What does the word mean?

3. Find these words in the dictionary and write them in syllables: **investigation**, **approximately**, **cancellation**, **madam**. Say the words softly. Write the whole words.

4. Write the New Words in which final **e** was dropped before adding **ed** or **ing**.

5. In your dictionary find the meanings of **remit**, **refund**, and **invoice**. Write the words.

6. Write the New Word formed from **request**.

7. Write **remit**, **remitted**, and **remittance**. Notice that the final **t** in **remit** is doubled in both derived forms.

8. Write **cancel**, **cancelled**, and **cancellation**. Notice that here again the final consonant is doubled in the derived forms, **cancelled** and **cancellation**. Look up the meanings of these words in the dictionary.

9. In Lesson 20 you learned the word **stationery**. Write the New Word in this lesson that is a homonym of **stationery**. Use both words in sentences.

Review Words

whether	remembrance	parcel post	signature
writing	countenance	considerably	specimen

Other Words to Spell

vocabulary	imitation	textile	via

24. Let's Make Sure

attain	gorgeous	signature	circumstance
annoy	humorous	definition	remittance
adorable	qualities	ridiculous	countenance
valued	assuring	politics	remembrance
phrase	gracious	critical	correspondence
trusting	wholesale	stationery	compromise
edition	requested	stationary	investigation
acquire	apologize	intimate	approximately
essay	sentiment	achieve	association
invoice	prominent	absurd	application
herewith	heartily	eliminate	unnecessary
clause	lovingly	gossip	recommendation
dignity	merit	detail	memorandum
reveal	madam	fiction	particularly
imitate	warehouse	analyze	discretion
refund	exquisite	remitted	correspondent
remit	correspond	tremble	concerning
margin	specimen	anecdote	supplement
cemetery	conscious	advisable	parcel post
prepaid	vulgar	pleasing	congratulate
confess	marvellous	courteous	regretting
fulfil	postscript	referring	embarrassment
cancel	ignorance	correction	cancellation
glory	enclosed	cancelled	considerably
advising	violent	glimpse	occasionally

Reviewing Your Words

1. Review the following rules for doubling the final consonant:

> 1. Words of one syllable which end in a single consonant preceded by a single vowel double the final consonant before adding suffixes which begin with a vowel. Examples of this rule are **wrapped**, **running**, **bigger**, and **biggest**.
>
> 2. Words of two or more syllables which are accented on the last syllable and which end in a single consonant preceded by a single vowel double the final consonant before adding a suffix beginning with a vowel. Examples of this rule are **occur**, **occurred**, **occurring**, and **prefer**, **preferred**, and **preferring**.

Write these Review Words: **remitted**, **remittance**, **regretting**, **referring**. Explain how rule 2 applies to these words. Notice that **cancellation** doubles the final consonant even though it is derived from a word which is not accented on the second syllable.

The rule for doubling the final consonant is complicated, but it is worth learning and using, because it helps to spell a number of difficult words.

2. Find five Review Words ending in **ance**. Say them softly by syllables. Write them. Now write one Review Word ending in **ence**. The endings **ence** and **ance** are troublesome. The best thing to do is to memorize each word containing one of these endings or to consult a dictionary whenever you are uncertain of the correct spelling.

3. Write these Review Words: **pleasing**, **assuring**, **advising**, **advisable**, **adorable**, **ignorance**, **investigation**, **association**. Beside each word write its root word.

4. Write **acquire**, **achieve**, and **attain**. Make three new words by adding **ment** to each word. Do not drop the final **e** before the suffix **ment**.

5. Write one Review Word that illustrates each of the rules for adding the suffix **ly** that are given on page 20.

6. Write **apologize**, **compromise**, and **analyze**. Notice that **ize**, **ise**, and **yze** have the same sound. You must memorize the correct spelling of such words as these three Review Words, and always refer to the dictionary when in doubt about their spelling.

7. As you copy the following sentences, fill each blank with a Review Word:

(1) The **s**_____ of this letter is easy to read.

(2) Find the **d**_____ in the dictionary.

(3) The horse looks **r**_____ in that old straw hat.

(4) Dad and Uncle John discuss **p**_____ for hours.

(5) Mother is **c**_____ of our table manners.

(6) Janet writes letters on gray **s**_____.

(7) My theme is **a**_____ two hundred words long.

8. The suffix **ous** means "full of" or "having." Write the words **humorous**, **marvellous**, and **gracious**. What do these Review Words mean? Use them in sentences. Write **glory**. Change the **y** to **i** and add **ous**. What does the new word mean?

Unit V

The Democratic Way of Life

25. Citizenship in a Democracy

The principles of our Canadian democracy include a decent respect for the rights of others, freedom to worship in peace and harmony according to the dictates of one's conscience, and the right to associate oneself with any worthy organization.

This introduction may seem unnecessary, for it is apparent that all intelligent citizens should know and cherish these principles. However, we have become so accustomed to the privileges of democracy that sometimes we actually fail to remember them. In this there is danger.

Parliament is the guardian of our liberties. It exists to insure the welfare of our country. Accordingly, at a recent convention, it was suggested that our government be asked to make the principles of our democracy absolutely clear to everyone by an amendment to our constitution, the British North America Act.

New Words

democracy	organization	actually	convention
decent	introduction	guardian	principle
harmony	apparent	exist	absolutely
conscience	intelligent	insure	amendment
associate	accustomed	welfare	constitution

Working with Words

1. The words **conscious** and **conscience** are sometimes confused. Write the words. Say them. What does each mean? Write a sentence using each word.

2. Write **organize**, **constitute**, **convene**, and **introduce.** Now write the New Words derived from these words.

3. Write the New Words that end in **ly.**

4. Write the New Word that is a homonym of **principal.** Write sentences using both words.

5. Write the New Words **apparent**, **intelligent**, and **decent.** Make other words by adding **ly** to each one.

6. One New Word names our form of government. Write it.

7. Write the New Words **exist**, **associate**, and **insure.** Add the suffixes **ed** and **ing** to each one.

8. Find the meanings of these words in your dictionary: **accustomed**, **amendment**, **harmony**, **welfare**, **guardian.** Use the words in sentences. Write them.

9. The word **constitution** has different meanings. Look up the meanings in the dictionary and write sentences to illustrate each meaning.

10. Write the New Words containing double letters.

Review Words

referred	approximately	remittance	stationary
occurred	cancellation	wholesale	advising

Other Words to Spell

delegate	document	perpetual	reform

26. The Home and Democracy

Our Canadian laws prohibit any police officer from entering an individual's home without a search warrant. In this way it acknowledges the sanctity of the home and consequently protects the citizen from anxiety and fear.

The home is the most important unit in our social system. The home affords protection for dependent children and continually fosters an attitude of affectionate regard among them. Once men ruled the home and women were considered inferior. Now marriage depends upon mutual affection, and the members of the family co-operate for the happiness of all. The father is usually concerned with providing a living for his family and the mother with the duties of home-making. The success of the home is credited largely to the willingness of each person to do his share.

New Words

prohibit	unit	affectionate	co-operate
warrant	protection	inferior	concerned
acknowledge	dependent	marriage	providing
consequently	continually	mutual	credited
anxiety	attitude	affection	largely

Working with Words

1. Write the New Word that is an antonym of **superior.**

2. Write **dependent.** Notice that each syllable contains an **e.** Mark the sound of **e** in each syllable. Make another word by placing the prefix **in** before **dependent.**

3. Write **affection.** Write the other New Word formed by adding **ate** to **affection.**

4. Write **consequent, continual,** and **large.** Now write the New Words formed by adding **ly** to these words.

5. Find the meanings of **warrant, mutual,** and **attitude.** Use each word in a sentence. Write the words.

6. Find these words in the dictionary and write them in syllables: **prohibit, anxiety, co-operate, acknowledge.** Say each syllable softly. Write the whole words.

7. Write two New Words ending in **ed.**

8. Write the New Word derived from **marry.**

9. Write the New Words beginning with the syllable **pro.** Arrange them in alphabetical order.

10. The word **unit** is derived from a Latin word meaning "one." What meanings has the word **unit?** Write sentences illustrating two meanings.

Review Words

community	principle	absolutely	democracy
practically	conscience	guardian	intelligent

Other Words to Spell

culture	recipe	romance	dainty

27. Individual Rights in a Democracy

The administration of justice is carried out in accordance with the fundamental rights provided by our Canadian laws. A person accused of a major crime must be given a fair trial by a jury of twelve men who are without prejudice regarding race or religion. If he cannot afford to employ his own attorney, the state provides him with counsel for his defence. No witness may offer testimony except under oath, and those who enforce the law must present adequate evidence in order to convict the prisoner. Even after the conviction of a criminal, a judge may not recommend cruel or unusual punishment.

Neither provincial legislature nor city council may deny these rights of the individual, and no policeman, sheriff, or member of any law-enforcement staff may act in a way that is contrary to them.

New Words

administration	jury	testimony	criminal
accordance	prejudice	enforce	recommend
fundamental	attorney	evidence	council
major	counsel	convict	sheriff
crime	witness	conviction	staff

Working with Words

1. The words **council** and **counsel** are homonyms. Write a sentence using each word.

2. Write **convict**. Now write another New Word formed by adding **ion** to **convict**.

3. Write the two New Words ending in **ff**.

4. Write the New Word that is the antonym of **minor**.

5. Write **crime**. Write another New Word derived from **crime**.

6. Find **administration**, **prejudice**, **evidence**, **fundamental**, and **accordance** in your dictionary. Write them in syllables and say them softly. Write the whole words.

7. Write **jury** and **testimony**. In each word change the **y** to **i** and add **es** to form the plural. Write the words.

8. Write **attorney**. Since the word ends in a vowel and **y**, add **s** to form the plural. Write **attorneys**.

9. Write both the singular and plural forms of **witness**.

10. Write the New Word containing the word **force**.

11. Write **recommend**. Look carefully at each part. Underline the **c** and the **mm**.

Review Words

piece	co-operate	affectionate	acknowledge
their	warrant	anxiety	continually

Other Words to Spell

accused	franchise	abuse	allege

28. Provincial Government in a Democracy

In the performance of his duties, no premier of a province may execute any order that conflicts with the law. He takes solemn oath that, as chief executive, he will discharge his duties according to law. He must see that offences against our democratic way of life are duly condemned. In an emergency he must act to restrain men from violence and to provide security for innocent residents of the province. Voters should never pardon any slackness in the fulfilment of these obligations.

The provincial legislature must always act in a manner not contrary to Canadian democracy. The members are elected by the people of the province, and must uphold the wishes and interests of the majority. In case of controversy over federal and provincial powers, reference may be made to the British North America Act.

New Words

performance	discharge	restrain	pardon
execute	offence*	violence	legislature
solemn	duly	security	contrary
oath	condemned	innocent	controversy
executive	emergency	resident	reference

*Also spelled **offense**.

Working with Words

1. Find **reference** in the dictionary. Write the word in syllables and place the accent mark.

2. Find the meanings of **offence** and **discharge**. Write sentences illustrating two meanings of each word.

3. Find these words in the dictionary and write them in syllables: **legislature, performance, emergency, controversy, violence**. Say the words softly. Write them.

4. Write the New Words that are antonyms of **guilty, defence**, and **lighthearted.**

5. One New Word is derived from the word **reside,** meaning "to live" or "to dwell." Write the New Word.

6. Write **condemned** and **solemn.** The same letter is silent in both words. Cross it out.

7. Write the New Word beginning with **oa.**

8. Find the New Word derived from **secure.** Write it.

9. Write **execute** and the other New Word derived from it.

10. Find the meaning of **duly** in the dictionary. Use the word in a sentence. Write it.

11. Write the New Words that mean (1) to hold back; (2) opposed; (3) to free from a sentence.

Review Words

genuine	recommend	council	fundamental
licence	prejudice	counsel	testimony

Other Words to Spell

patriot	judicial	penalty	corrupt

29. Government in a Democracy

The Dominion Parliament at Ottawa consists of the Senate and an elected House of Commons. The latter really conducts the nation's affairs. Legislation is introduced during its sessions by the party in power—usually by a cabinet minister. Each bill must pass three readings in the House, then go to the Senate for approval. The senators, who are appointed by reason of valuable experience and honourable behaviour, consider the bill and grant or withhold approval accordingly.

Although giving allegiance to the King, Canada is free and independent. The Dominion Parliament may declare war, conclude peace treaties, coin money, control financial affairs, and so on. No parliamentary group ever has supreme power, for Canadians believe that a strong opposition makes for more efficient government.

New Words

dominion	session	behaviour†	conclude
parliament	cabinet	accordingly	coin
consist	approval	allegiance	financial
senate	senator	independent	supreme
affair	honourable*	declare	efficient

*Also spelled **honorable**. †Also spelled **behavior**.

Working with Words

1. Write **parliament**, **senate**, **dominion**, and **supreme**. In the article notice the capitalization of the first three of these words. We capitalize these words when referring to the Parliament or to the Senate of the Dominion of Canada. The other word is capitalized when we speak of the Supreme Court. Now write with a capital these four New Words.

2. Find two meanings for **cabinet** and for **coin**. Write a sentence illustrating both meanings of each word.

3. Write **honour** and **according** and the New Words derived from them.

4. Now write **approve**, **finance**, and **behave** and the New Words derived from them. Be sure to drop the final **e** of the root word in forming the derived word.

5. Write **declare**, **conclude**, and **consist**. Make two other forms of each word by adding **ed** and **ing**.

6. The words **session**, **affair**, and **senator** are singular. Write them. Then write the plural forms.

7. Write **independent**, **efficient**, and **allegiance** in syllables. Write the whole words.

8. Notice the **ss** in **session**. How is it pronounced?

Review Words

immediately	executive	controversy	reference
annually	emergency	legislature	condemned

Other Words to Spell

symbol	adjourn	appropriation	function

30. Let's Make Sure

unit	discharge	actually	consequently
major	convict	largely	absolutely
duly	senator	convention	continually
warrant	welfare	concerned	organization
crime	counsel	prejudice	legislature
offence	council	parliament	constitution
mutual	harmony	co-operate	introduction
insure	apparent	recommend	testimony
oath	behaviour	violence	honourable
jury	dominion	affection	protection
coin	prohibit	condemned	acknowledge
decent	execute	attorney	emergency
staff	session	cabinet	administration
senate	credited	conscience	conviction
exist	witness	attitude	accordingly
declare	restrain	contrary	intelligent
security	principle	evidence	fundamental
affair	consist	associate	independent
sheriff	criminal	dependent	performance
supreme	marriage	amendment	controversy
inferior	innocent	democracy	affectionate
guardian	resident	approval	financial
solemn	providing	reference	executive
pardon	conclude	efficient	accordance
anxiety	enforce	accustomed	allegiance

Reviewing Your Words

1. The words **convict, associate, witness,** and **pardon** may be used as nouns or as verbs. Use your dictionary to find each meaning and each pronunciation. Illustrate the use of the words in sentences.

2. Write **evidence** and **violence.** Change the **ce** to **t** to form new words. Write the words.

3. Write **innocent, independent,** and **intelligent.** Change the **t** to **ce** to form new words. Write the words.

4. The homonyms **practice–practise, principle–principal,** and **council–counsel** are often confused. Make sure that you know the meaning of each word. Write a sentence illustrating each of the six words.

5. Write these words: **senator, attorney, criminal, sheriff, guardian.** Form the possessive of each one by adding an apostrophe and **s.** Write a sentence using each possessive word.

6. Write the plural form of each Review Word in exercise 5. Then form the possessive of each plural word by adding an apostrophe (**senators–senators'**). Write the possessive word.

7. When words like **senator** and **major** are used as titles with a person's name, they are capitalized. Write sentences using **Senator** and **Major.**

8. Write **honourable, affectionate, solemn, mutual, apparent,** and **efficient.** Make new words by writing the derived forms ending in **ly.**

9. Write these words: **actual, consequent, absolute, continual, large.** Write the Review Words derived from each of them.

10. Write **harmony**. Change the **y** to **i** and add **ous.** Write the new word. What does it mean?

11. Careful pronunciation aids the spelling of most words. Say these words softly by syllables: **protection, providing, prohibit, performance, guardian, executive, constitution, legislature, fundamental.** Write the words.

12. Write these words in a list: **emergency, controversy, jury, democracy, security, harmony,** and **attorney.** Now write the plural form of each one.

13. Pretend that you have a dictionary on the pages of which are the pairs of guide words given below. Which of the following Review Words will you find on each page: **staff, approval, affair, senator?** Write each pair of guide words and after it the Review Word that belongs with it.

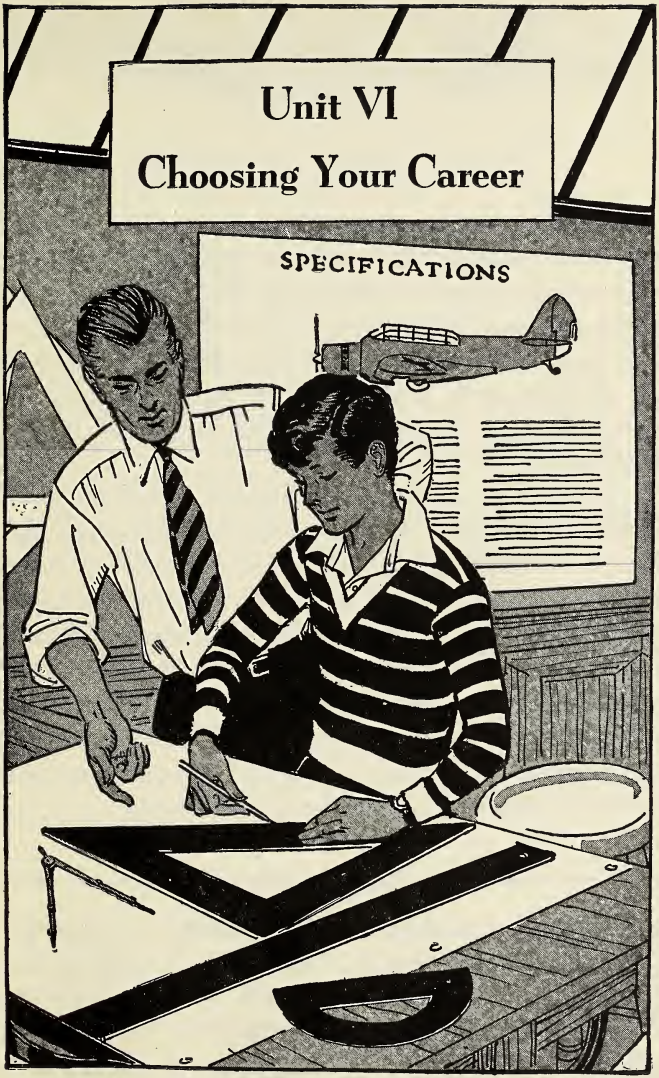
accordance–affection	senate–session
anxiety–attitude	solemn–supreme

14. A large number of words in our language begin with the syllable **con.** Select eight Review Words beginning with **con** and write them in an alphabetical list.

15. The letters **b, f, h, k, and l** are the tallest of any in the alphabet. Practise writing them correctly. Then select ten Review Words containing any of these letters and write them correctly and carefully.

16. Write these words: **fundamental, prejudice, crime, reference, cabinet.** Find each word in the dictionary. Then mark correctly the vowels in each one.

17. Write these words in a list: **decent, convention, concerned, coin, council, condemned.** Place a check beside each one containing a **c** that is pronounced like **s.**


Unit VI
Choosing Your Career
SPECIFICATIONS

31. Scientist or Engineer

Probably you have already begun to think of your career. If your preference is for scientific work, you must be competent in mathematics, especially in algebra, geometry, and trigonometry. The use of number is necessary in physics and chemistry. Even in measuring air pressure with a barometer or the temperature of liquid with a thermometer, you must use figures accurately.

It may be your intention to become a civil engineer. Then you will need to understand how to survey and deal in linear, circular, and square measure. In every aspect of your work, from measuring concrete for a mighty reservoir to laying out new highways, you will need mathematics. Before you become involved in a scientific or an engineering course, make inquiries about the work and satisfy yourself that you can master it. The progress of civilization may well depend upon your skill in numbers and your technical training.

New Words

preference	geometry	thermometer	reservoir
scientific	physics	intention	involved
competent	chemistry	survey	inquiries
mathematics	pressure	circular	civilization
algebra	liquid	concrete	technical

Working with Words

1. Find the meanings of **technical** and **scientific.** Write a sentence using each word.

2. Write **preference.** How many **e**'s does it contain? Underline the suffix in **preference.**

3. Find the words **mathematics, algebra, geometry, physics,** and **chemistry** in your dictionary and write them in syllables. Write the whole words.

4. One New Word comes from the Greek word **thermē**, meaning "heat." Write your New Word.

5. Find two different pronunciations and meanings for **concrete** and **survey.** Write sentences illustrating two meanings of each word.

6. Find the New Words that mean (1) purpose; (2) well qualified; (3) pertaining to a circle.

7. Find **reservoir** in the dictionary. Write it in syllables and learn to pronounce it correctly. Write the whole word. Use it in a sentence.

8. Write the New Words derived from **press, involve, inquiry,** and **civilize.**

9. Write the New Word containing four of the same letters as **liquor.**

Review Words

athletics financial allegiance honourable
literature behaviour efficient supreme

Other Words to Spell

diameter radius rectangle angle

32. Doctor or Lawyer?

It may be that you admire a dignified judge, busy lawyer, or kindly physician, and wish to enter the profession of law or of medicine. If so, you should interview some members of these professions and learn about them.

On the campus of almost every large university, candidates for graduation in law or medicine are seeking their diplomas. The work is difficult and the commencement ceremony marks the beginning of a strenuous life.

The doctor must understand the use of complex apparatus. He must know every organ and muscle of the human body and every bone of the skeleton. The lawyer must be able to prepare an abstract, summon and cross-examine a witness, persuade a jury, and disagree courteously with an opponent. Each of these men takes a sacred oath to serve his clients honestly and well. A high valuation is placed on these professions of honour, and in them the opportunity for service is excellent.

New Words

dignified	diploma	apparatus	disagree
profession	commencement	skeleton	opponent
campus	ceremony	abstract	sacred
candidate	strenuous	summon	client
graduation	complex	persuade	valuation

Working with Words

1. Find the New Words that mean (1) complicated; (2) to call; (3) to convince.

2. Write the words **profess**, **commence**, **graduate**, and **value**. Write the New Words derived from them.

3. One New Word begins with a soft sound of **c**. Write the word. Underline the vowels.

4. Find the meanings of these words: **client**, **candidate**, **campus**. Write a sentence using each word.

5. Write the word **dignified**. Make another word by placing the prefix **un** before it. Write the word.

6. In your dictionary find different meanings of **abstract**. Use the word in sentences illustrating two meanings. Write **abstract**.

7. Write the New Word that is an antonym of **agree**.

8. Find these words in the dictionary and write them in syllables: **skeleton**, **apparatus**, **opponent**, **strenuous**. Say the words to yourself. Write them.

9. One New Word is from the Latin word **sacer**, meaning "holy." Write the word.

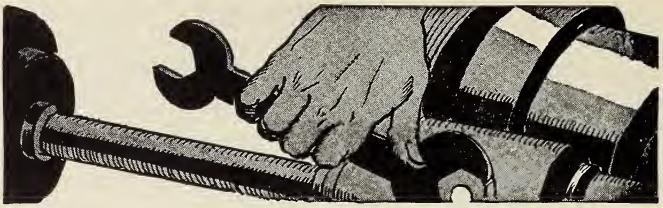
10. Write the New Word that tells what you will receive when you graduate from high school.

Review Words

laboratory	preference	competent	geometry
accompanying	scientific	reservoir	technical

Other Words to Spell

recognition	freshman	intellectual	pursuit



33. Helping the Wheels Go 'Round

Perhaps you enjoy manual work and are most interested in mechanical things. You may like to investigate a complicated electrical circuit, repair your mother's refrigerator or automatic heater, examine the cylinders of a motor, or mend a leak in the radiator of the family car. You should make sure that you get sufficient training so that you become skilled in your chosen work.

A good mechanic should be able to utilize mathematics, as almost universal use is made of the subject. He must be strongly built, healthy, and enthusiastic about his work. His approximate week's work is forty hours, but at times he may be asked to work for indefinite periods without much rest. He must co-operate with his supervisors, respond to suggestions, and never be careless or indifferent.

New Words

manual	cylinder	utilize	indefinite
mechanical	leak	universal	supervisor
circuit	radiator	strongly	respond
refrigerator	sufficient	enthusiastic	suggestion
automatic	mechanic	approximate	indifferent

Working with Words

1. Write **mechanic** and another New Word that is derived from it.

2. The form **auto** is taken from a Greek word meaning "self." Write the New Word containing **auto.** What does it mean? Write another word containing **auto.**

3. Among your New Words find the ones that mean (1) enough; (2) nearly exact; (3) to make use of.

4. Find at least two different meanings for **manual.** Write sentences illustrating two meanings.

5. Find and write the New Word in which the syllable **cuit** is pronounced **kĭt.**

6. Write the New Words derived from these root words: **definite, strong, suggest.**

7. Write **respond.** Make new words by adding **ed** and **ing.**

8. The following words will be easier to learn if you study them in syllables: **refrigerator, radiator, cylinder, universal, supervisor, enthusiastic, indifferent.** Write the words in syllables as shown in your dictionary. Say them softly. Write the whole words.

9. Write the New Word that rhymes with **peak.**

Review Words

superintendent	apparatus	client	persuade
grammar	skeleton	ceremony	opponent

Other Words to Spell

circumference	demonstrate	persevere	equation

34. Helping to Educate Our Citizens

Great importance is attached to the work of the teacher by all thoughtful people. Many distinguished men and women belong to this profession. It offers excellent opportunities for permanent work.

A teacher should possess an even disposition, vigour, and enthusiasm. She must accommodate her methods to her pupils, make every assignment clear, and encourage discussion rather than lecture to the class.

Some educational positions demand a college degree, and a vacancy is commonly filled by the person having superior training. In most cities previous experience is required. The possibility of securing a desirable position in a progressive school is excellent for those who combine a good personality with interest in intellectual activities.

New Words

attached	disposition	educational	desirable
distinguished	vigour*	vacancy	progressive
opportunities	accommodate	superior	combine
permanent	assignment	previous	personality
possess	lecture	possibility	activities

*Also spelled **vigor**.

Working with Words

1. Write the New Word that is an antonym of **inferior.**

2. Two New Words are plural forms made by changing **y** to **i** and adding **es** to the singular. Write the New Words. Now write **vacancy** and **possibility.** Write the plural forms of these words also.

3. Write **desirable** and **progressive.** What does each word mean? Make two new words by using the prefix **un.**

4. Find the New Words that mean (1) to have; (2) to unite or join; (3) lasting.

5. Write **vigour, vigorous.** Watch the spellings!

6. Find the New Words containing the words **education, personal, assign,** and **attach.** Write these words. Then write the New Words.

7. Find these words in your dictionary and write them in syllables: **distinguished, disposition, accommodate, previous.** Say them softly. Write the whole words.

8. Find at least two meanings for **lecture.** Write sentences illustrating two meanings.

9. Make new words by dropping the final **e** from **combine** and **accommodate** and adding **ed** and **ing.**

Review Words

professor	enthusiastic	sufficient	approximate
term	refrigerator	mechanical	indefinite

Other Words to Spell

instructor	academy	tact	ingenuity

35. Doing the Business of the World

A desirable vocation, especially for girls, is stenography. A good stenographer learns to take dictation, to duplicate letters or reports, to transfer papers to the files, to compile statistics and other data, and to serve as her employer's eyes and ears. She is intelligent, alert, and quick to perceive her employer's needs. She is liable for a miscellaneous assortment of duties, from the renewal of a subscription and the distribution of Christmas cards to ordering flowers for a birthday celebration and the paying of her employer's fraternity dues.

The enrolment in business schools is generally high, and employment is quite certain. There is abundant opportunity for advancement, and it is not an unusual incident for a good stenographer to become an office manager. Exceedingly attractive jobs await those who avail themselves of the best training.

New Words

vocation	liable	fraternity
stenographer	miscellaneous	enrolment
duplicate	assortment	employment
transfer	subscription	abundant
statistics	distribution	incident
data	celebration	exceedingly
perceive		avail

Working with Words

1. Write the New Word that follows the rule for spelling words that contain **ei** and **ie.**

2. Find and write three New Words formed by adding **ment** to a root word.

3. One New Word comes from the Latin word **frater,** meaning "brother." Write your New Word.

4. Write the words **celebrate** and **distribute.** Now write the New Words derived from them.

5. Write **duplicate.** Make a new word by dropping the final **e** and adding **ion.** Write the word.

6. Find the meanings of **liable, data, vocation,** and **statistics.** Use the words in sentences. Write them.

7. Write **transfer, transferred,** and **transferring.** Write also the rule for spelling the two derived forms.

8. Write the New Word that rhymes with **prevail.**

9. Write **stenographer, miscellaneous, subscription,** and **exceedingly** in syllables. Say the words. Write them.

10. Write the New Word that is a synonym of **plentiful.**

11. Write **incident.** What sound has the **c**? Make another word by adding **al** to **incident.** Write the word.

Review Words

secretary	accommodate	possibility	desirable
opportunity	permanent	opportunities	assignment

Other Words to Spell

alert	repetition	dictation	separation

36. Let's Make Sure

liquid	persuade	progressive	commencement
mechanic	desirable	competent	assortment
vocation	geometry	statistics	employment
combine	suggestion	accommodate	assignment
campus	radiator	abstract	enrolment
utilize	attached	supervisor	thermometer
vigour	universal	chemistry	approximate
survey	incident	skeleton	distinguished
diploma	ceremony	possibility	educational
liable	pressure	duplicate	stenographer
client	leak	strenuous	refrigerator
fraternity	permanent	mechanical	miscellaneous
manual	technical	mathematics	civilization
vacancy	automatic	indifferent	personality
physics	summon	scientific	profession
algebra	superior	opponent	celebration
complex	concrete	apparatus	graduation
avail	cylinder	reservoir	distribution
circuit	perceive	sufficient	disposition
possess	dignified	preference	subscription
data	transfer	valuation	enthusiastic
involved	candidate	intention	activities
respond	previous	indefinite	inquiries
lecture	circular	disagree	opportunities
sacred	strongly	abundant	exceedingly

Reviewing Your Words

1. Write these words in a list: **dignified, distinguished, enthusiastic, scientific, employment, desirable, attached, sufficient, competent, possibility, permanent.** You may change the meaning of these words by the use of a prefix. Use the prefix **un** with the first seven words, **in** with the next two, and **im** with the last two. Write the new words. Say them. What does each one mean?

2. Write three Review Words that are plurals ending in **ies.** Now write **vacancy, possibility, ceremony, summary.** Write the plural form of each word.

3. Write these words: **commence, assort, employ, assign, enrol.** Write the Review Words derived from each one. Notice that no change was made in adding **ment** to the root words.

4. The word **data** is the plural form of a Latin word. **Data** means "facts" and is seldom used except in the plural form. You must remember to use the correct verb with **data.** For example, the sentences below are correct. Copy them on your paper.

The **data** on the sale of stamps are posted in the hall.
Jim's **data** on the training of a pilot are correct.

5. The word **statistics** is also used almost always in the plural form. Write a sentence using **statistics.**

6. Write the words **abundant, permanent, indifferent,** and **competent.** Change the **t** in each word to **ce** to make a new word. Write the words. What does each one mean?

7. Among your Review Words there are six which begin with soft **c** (a soft **c** is pronounced like **s**). Find these words. Write them.

8. Write nine Review Words beginning with a hard **c.** (A hard **c** is pronounced like **k.**)

9. One of your Review Words is derived from the Latin word **vocare**, meaning "to call." Find your Review Word and write it. What does it mean?

10. Find the words **technical** and **mechanical** in your dictionary. Be sure that you distinguish between the meanings of these words. Use each word in a sentence.

11. Find and write two Review Words derived from the word **circle.**

12. Review the pronunciation of these words: **reservoir, apparatus, radiator, suggestion, opponent, inquiries, lecture.** Be sure to say each syllable clearly and correctly. Write each word.

13. Write the words **celebrate, graduate, distribute, dispose,** and **subscribe.** Write the Review Word which is derived from each one. Check the word in which the letter **b** is changed to **p** in making the derived form.

14. Write **profession, suggestion,** and **progressive.** Opposite each word write the root word from which it was derived. Write **possess.** Make two new words by adding the suffixes **ion** and **ive** to **possess.**

15. Find the Review Word from which the word **liability** is derived. Write both words.

16. The letters **u** and **n** may be confused unless they are carefully written. Practise writing these letters. Select ten Review Words containing **u**'s or **n**'s. Write them carefully and correctly.

17. Select ten Review Words containing **m**'s. As you write each one, pay special attention to writing good **m**'s.

Your Handwriting

Ask yourself these questions as you judge your handwriting:

1. Do I sit in a comfortable position while I write?
2. Are my letters a good size?

Every subject requires good writing.

3. Are all my letters the correct height?

Writing is a constant companion.

4. Is every letter written squarely on the line?

Good writing leads to success.

5. Is each letter made correctly?

Practise good writing continually.

6. Are the letters and words placed the right distance apart?

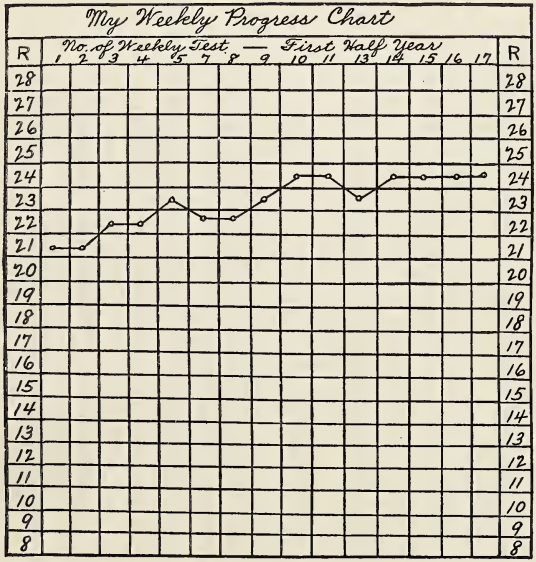
Legible writing is easily read.

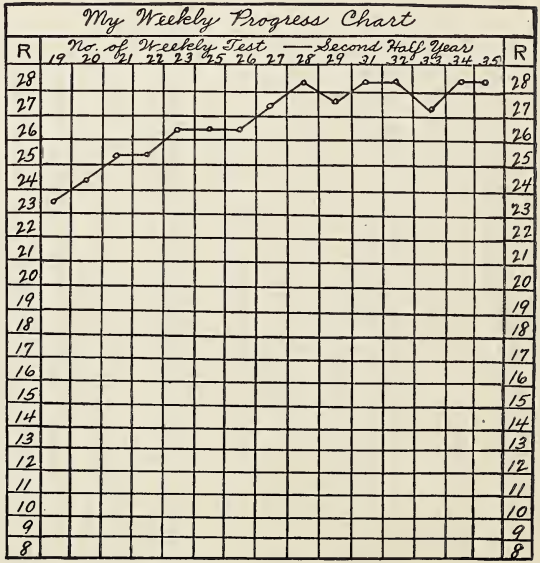
7. Do the letters slant correctly?

It encourages correct English.

8. Is my writing as good as that in the following sentence?

Good handwriting encourages good spelling.





Directions for Graphing Your Score. In the top line of figures find the number of the weekly test — 1, 2, 3, and so on. In the line of figures to the right or left find R — the number right. Draw a circle in the square which shows the number right on each weekly test. Connect the circles with a solid line. *Watch your graph grow.* Notice that you do not graph your score during review week. Copy this graph. *Do not write in your book.*

To the Teacher

This Canadian series of spellers has been prepared with the specific purpose of making spelling interesting to learn and to teach. To that end all words to be spelled are presented in story settings related to the pupil's school, home, and community experiences. The organization of the spelling programme and the learning method insure steady progress in the mastery of spelling.

The Oxford English Dictionary and the Concise Oxford Dictionary have been used as the standard of spelling. Where these dictionaries give two spellings of a word, and where both of these are in use in Canada, the more frequent spelling is given in the word lists and the alternative is indicated in a note.

The Word Lists. The word lists of *My Spelling* have been selected to be of maximum value to the pupils of each grade. They have been carefully validated by checking against all available comprehensive spelling lists, after having been checked also against the pupil's school needs. A supplementary list of useful words adds richness to the list and provides for the needs of the more rapid learner.

The Unit Plan. The general plan of organization is a unit plan. Each book contains six units; and each unit consists of five weekly developmental lessons and one week of review, covering, therefore, a six weeks' period. These units are designed to correlate spelling with social studies, science, health, and the language arts. There is no isolated, unmotivated presentation of words.

The Method. The method used in the presentation and study of the words incorporates the best features of a study-test-study plan. Much emphasis is placed on the presentation of the words in the story units. This helps to concentrate the pupil's attention on the words and to arouse interest in spelling. Every spelling word appears in exactly the same form and in the same sequence in the story and in the word list. A series of exercises based on the word list is provided for each week's work. Then follow on successive days a pretest, individual study of hard words,

and a weekly final test. The pupil is given simple directions for studying the difficult words. The entire plan is clear and easy to administer.

The Study Exercises. These exercises gradually acquaint the pupil with the visual and phonetic peculiarities of words. They also help him to master the specific difficulties of words as well as the principles that govern the spelling of derived forms. Each new word is studied at least once on the exercise page following its introduction. Development of meaning and enrichment of vocabulary are constantly emphasized. The words have already been met in their natural settings. They are now studied for the purpose of amplifying and refining their meanings.

The Dictionary Programme. Beginning with the fourth grade, constant use is made of the dictionary. The dictionary programme includes systematic attention to the finding of words, to the sounds of letters and letter combinations, and to accenting and syllabication. Changes in meaning that accompany a change in accent are noted. The dictionary programme is carefully graded and practice is maintained throughout the series in such a fashion as to result in permanent learning and the establishment of good dictionary habits.

Word Study. Rich experiences in word study enable the pupil gradually to develop familiarity with the likenesses and differences in words, the common symbols for English sounds, and the principles which control word building. He learns to form plurals, to use the possessive, to interpret and use prefixes and suffixes, and to spell the variant forms derived from root words. This study develops not only the power to spell but also the habits that are essential to good spelling. It insures the acquaintance with English words and with their consistencies and inconsistencies that is part of the equipment of a good speller.

The Spelling Notebook. Additional significance is given to the spelling programme through the use of a spelling notebook. Each pupil is advised to enter in his notebook his hard words and also useful words derived from written work done in connection with other school experiences. If the

teacher wishes, the weekly spelling tests and the responses to the study exercises may also be written in this notebook. The pupil can thus provide for his individual interests and needs and keep a personal record of his progress. This tends to develop an interest in spelling, a spelling consciousness, and a spelling conscience. Without these three intangibles, spelling ability will always be unsatisfactory. There is no substitute, for example, for a sense of personal responsibility (conscience) in the making of a good speller.

Emphasis on Handwriting. *My Spelling* emphasizes the close relationship between good handwriting and good spelling. It is well known that much poor spelling is a result of the pupil's carelessness or even ignorance of letter formation. The pupil must learn to use the tool of writing as he learns to spell. Adequate emphasis is given to this problem in *My Spelling* without making the mistake of overemphasis and distortion. The pupil is given models of the alphabet, and the study exercises call his attention frequently to the problem of writing clearly and forming letters accurately.

Review Programme. A systematic review programme leads to mastery of the hard words in *My Spelling.* This plan provides first for a review of the hardest words in each list of new words on the week following their first presentation. It provides also for a review week at the end of each five-week period during which all words are again tested and reviewed. In addition, words known to be difficult are again reviewed in the later grades as an additional provision for permanence of learning.

Spelling Made Significant. *My Spelling* is unique in presenting a thoroughly validated list of important words in natural settings related to the pupil's school, home, and community experiences. The words are thoroughly understood by pupils before they attempt to spell them. Natural integration of reading, discussion, speaking, and writing results in mastery of the words in meaning as well as in form. This makes learning to spell a meaningful and interesting process and restores spelling to a place of such significance that it seems important to learn to spell well.

Suggestions for Grade Eight

Grade Eight of *My Spelling* teaches twenty new words weekly. A total of 600 new words is presented during the year.

The directions for conducting the week's work on pages 7 to 9 should be read and discussed by the teacher and pupils, so that every child understands just what is to be done each day. The exercises called Working with Words are planned for individual study. Occasionally, however, the teacher may wish to use the exercises for group work, or for a small group of slow learners who need careful guidance as they study.

The plan for study and testing during review week is given on page 19. Exercises called Reviewing Your Words not only provide additional practice in spelling but also review important principles of word building.

The dictionary programme is carefully maintained and developed in Grade Eight. Exercises in alphabetizing and in the use of guide words give skill in finding words quickly. Other exercises furnish practice in syllabication and accenting and develop and enrich word meanings. In Your Dictionary, pages 97–120, the pupils will find every word taught in Grade Eight. The first definition or illustrative sentence for every word is one that fits the new word as it appears in its lesson story in *My Spelling*. Pupils will find that Your Dictionary has been especially designed to meet their needs.

The exercises in Grade Eight offer varied types of practice. In addition to those which provide drill in spelling, there are others which emphasize similarities and differences in words, compound words, rhyming words, important vowel sounds, homonyms, synonyms, antonyms, and possessive forms. Attention is constantly directed to the necessity for clear, legible handwriting. Systematic review and practice are given in spelling derived words formed by adding the most common suffixes either without any change in the root words or by dropping silent *e*, by changing *y* to *i*, and by doubling the final consonant. Rules for spelling words with hard spots, such as *ei* and *ie*, are maintained. The harder suffixes and prefixes and the significance of primary and secondary accents in words of two or more syllables are introduced in this grade.

Your Dictionary

KEY WORDS

The letter sounds below will help you in using Your Dictionary. The mark over each letter tells its sound. The word opposite each marked letter shows you how the letter is pronounced when it is marked in this way.

ă	căn	ē	bē	ô	hôrse	oi	oil
ā	cāne	ĕ	hĕr	o͝o	so͝ft	o͞o	fo͞ot
ä	fäther	ē	bēgin	o͞o	o͞bey	o͞o	fo͞od
å	åsk	ĕ	silĕnt	o͝o	o͝ccur	ou	out
å	sofå	ĭ	hĭd	ŭ	ŭs	ng	sing
â	câre	ī	hīde	ū	ūse	th	that
å	alwåys	ĭ	possĭble	û	bûrn	th	thin
ă	ăccount	ŏ	nŏt	û	ûnite	t͡û	nat͡ûre
ĕ	bĕt	ō	nōte	ŭ	circŭs		

ab'so lute (ăb'sō lūt). 1. Not limited in power. 2. Certain; positive. I'm telling you an *absolute* fact.

ab'so lute ly (ăb'sō lūt lĭ). Entirely; wholly.

ab'stract (ăb'străkt). 1. A summary. 2. Not concrete; general; not referring to a particular thing.

ab stract' (ăb străkt'). To take away; to steal.

ab surd' (ăb sûrd'). Ridiculous; silly.

a bun'dance (ă bŭn'dăns). A great plenty; an ample amount.

a bun'dant (ă bŭn'dănt). Plentiful.

ac com'mo date (ă kŏm'ō dāt). 1. To suit; to adapt. 2. To furnish with something wanted. Will you *accommodate* me by lending me your automobile?

ac com'mo da'tion (ă kŏm'ō dā'shŭn). 1. Help; convenience. 2. Act of accommodating.

ac com'pa nied (ă kŭm'pă nĭd). 1. Went with. 2. Played a musical accompaniment.

ac com'plished (ă kŏm'plĭsht). 1. Achieved success in. 2. Completed. There is no use in complaining about an *accomplished* fact.

ac cord'ance (ă kôr'dăns). Agreement.

ac cord'ing ly (ă kôr'dĭng lĭ). 1. In a manner required. 2. Consequently.

ac cu'mu late (ă kū'mū lāt). 1. Collect. 2. Increase. If you don't clean out the garage, dirt will *accumulate.*

ac cus'tomed (ă kŭs'tŭmd). 1. Used to; familiar with. 2. In the habit of. Alex was *accustomed* to getting up early.

a chieve' (ă chēv'). 1. To succeed in getting; to attain. 2. To accomplish; to carry out. Robert is the kind who will *achieve* his purpose.

a chieve'ment (ă chēv'mĕnt). 1. Accomplishment; performance. 2. A deed of unusual daring or skill. We read about the soldier's *achievement.*

ac knowl'edge (ăk nŏl'ĕj). 1. To recognize. 2. To let the sender know that a letter, cheque, and so on has been received.

ac knowl'edg ment (ăk nŏl'ĕj mĕnt). 1. A recognition. 2. A confession. I am ready to make an *acknowledgment* of my mistake. 3. Thanks for a gift or letter received.

ac quaint'ed (ă kwān'tĕd). 1. Familiar with. 2. Informed. Jane is *acquainted* with my plans.

ac quire' (ă kwīr'). To gain, usually by one's own efforts.

ac tiv'i ties (ăk tĭv'ĭ tĭz). 1. Pursuits. 2. Actions or motions.

ac'tu al ly (ăk'tū ăl ĭ). 1. In reality; really. 2. Truly. Yes, that *actually* happened.

ad'e quate (ăd'ĕ kwĭt). Enough; sufficient for one's needs.

ad just'ment (*ă* jŭst'mĕnt). Arrangement of affairs satisfactorily to all concerned.

ad min'is tra'tion (ăd mĭn'ĭs trā'shŭn). 1. Performance of executive duties. 2. Persons who are in charge of the government of a city, province, and so on. The *administration* is working for the abolishment of slums.

ad'mi ra'tion (ăd'mĭ rā'shŭn). 1. Respect combined with wonder. 2. Something that arouses respect or wonder. His house was the envy and *admiration* of all.

a dor'a ble (*ȧ* dōr'*ȧ* b'l). 1. *In common use:* Very charming; as, an *adorable* baby. 2. Worthy of adoration.

ad vis'a ble (ăd vīz'*ȧ* b'l). Wise.

ad vis'ing (ăd vīz'ĭng). 1. Giving information. 2. Recommending. Dr. White is *advising* Mother to go away for a rest.

af fair' (*ă* fâr'). Something to be done or managed; as, a business *affair*. Mr. Weed has always been interested in public *affairs*.

af fec'tion (*ă* fĕk'shŭn). Love.

af fec'tion ate (*ă* fĕk'shŭn ĭt). Showing love or fondness.

a'gen cy (ā'jĕn sĭ). 1. A local branch office at some distance from the main office. 2. An active influence; a means. Better living conditions were made possible through the *agency* of the Civic Club.

al'ge bra (ăl'jĕ brȧ). A branch of mathematics that uses letters and symbols as well as numbers.

al le'giance (*ă* lē'jăns). Loyalty to that which demands one's service or respect; as, *allegiance* to the king, government, or state.

al low'ance (*ă* lou'ănS). 1. An allotted sum given a person for spending, as for food, etc. 2. An amount added or deducted for a purpose. We received a 5 per cent *allowance* for paying cash.

am'a teur' (ăm'*ȧ* tûr'; ăm'*ȧ* tŭr). 1. Not professional. 2. A person who engages in sports or other interests for enjoyment and not for money.

am bi'tious (ăm bĭsh'ŭs). Having a great desire for success.

am'bu lance (ăm'bû lănS). An automobile or other vehicle for transporting and caring for the sick and wounded.

a mend'ment (*ȧ* mĕnd'mĕnt). 1. A revision of a part of a constitution or a provision added to it. 2. Any change proposed or made in a bill or motion.

am'mu ni'tion (ăm'û nĭsh'ŭn). Powder and shot for firearms; also objects which may be thrown, as bombs, grenades, etc.

a nal'y sis (*ȧ* năl'ĭ sĭs). A separation of anything into its parts in order to make the thing clearer or more understandable.

an'a lyze (ăn'*ȧ* līz). To separate anything into its parts in order to be better able to study it.

an'ec dote (ăn'ĕk dōt). A short story of personal interest, often humorous.

an'ni ver'sa ry (ăn'ĭ vûr'sȧ rĭ). The celebration each year of some event.

an nounced' (*ă* nounst'). Made known; gave notice of.

an noy' (*ă* noi'). To disturb; to irritate.

an noy'ance (*ă* noi'ănS). Irritation; disturbance.

an tic'i pate (ăn tĭS'ĭ pāt). 1. To see ahead of time. 2. To look forward to. We *anticipate* Aunt Ellen's visit.

anx i'e ty (ăng zī'ĕ tĭ). A feeling of uneasiness that something unpleasant is going to happen; worry.

a part'ment (*ȧ* pärt'mĕnt). A set of rooms in a house or building used to live in.

a pol'o gize (*ȧ* pŏl'ŏ jīz). To make excuses or express regret for something one has done or not done.

ap'pa ra'tus (ăp'*ȧ* rā'tŭs). Equipment for a certain use.

ap par'ent (*ă* păr'ĕnt). 1. Evident; easily understood. 2. Easily seen. The growth of the city is *apparent*.

ap pen'di ci'tis (*ă* pĕn'dĭ sī'tĭS). Inflammation of the appendix, a sac attached to the large intestine.

ap'pli cant (ăp'lĭ kănt). A person who asks for something, such as a scholarship or work.

ap'pli ca'tion (ăp'lĭ kā'shŭn). 1. A request made in person or by letter. 2. The act of applying or putting on. The doctor recommended the *application* of a poultice. 3. The act of putting something to use.

ap point'ed (ă poin'tĕd). 1. Named to a certain office or position. 2. Fixed; agreed upon. The first Monday in September has been *appointed* as Labour Day.

ap proach' (ă prōch'). 1. To come near. 2. The act of someone or something that draws near. I dread the *approach* of winter. 3. The way by which one draws near to something. The *approach* to the town was cut off.

ap pro'pri ate (ă prō'prĭ ĭt). Suitable; fitting; proper.

ap pro'pri ate (ă prō'prĭ āt). 1. To set aside for a special use. 2. To take for one's personal use.

ap prov'al (ă prōōv'ăl). A favourable decision; act of approving.

ap proved' (ă prōōvd'). 1. Gave official approval after examination. 2. Thought well of.

ap prox'i mate (ă prŏk'sĭ mĭt). Nearly correct or exact.

ap prox'i mate (ă prŏk'sĭ māt). To be nearly the same as. Does the answer to his problem in arithmetic *approximate* the correct answer?

ap prox'i mate ly (ă prŏk'sĭ mĭt lĭ). Nearly correct.

ar riv'al (ă rīv'ăl). 1. The act of reaching a place. 2. The person or thing that has come. Jean is always the first *arrival*.

ar'ti fi'cial (är'tĭ fĭsh'ăl). Made by man or art, not by nature.

as'cer tain' (ăs'ēr tān'). To find out the truth.

as'set (ăs'ĕt). 1. Anything of value. 2. A source of wealth or success.

as signed' (ă sīnd'). 1. Allotted; set aside a portion for. 2. Appointed. He was *assigned* to guard duty. 3. Selected. Saturday was the day *assigned* for the picnic.

as sign'ment (ă sīn'mĕnt). A duty or piece of work allotted or assigned.

as so'ci ate (ă sō'shĭ āt). 1. Join in company. 2. Connect with. I *associate* snow with our Christmas vacation. 3. One who joins with others; a companion. Mr. Smith is my father's business *associate*.

as so'ci a'tion (ă sō'sĭ ā'shŭn). 1. Fellowship with. 2. A group having a common purpose; a club.

as sort'ment (ă sôrt'mĕnt). A collection of various kinds.

as sur'ance (ă shōōr'ăns). 1. Confidence. 2. Courage. Our soldiers will go to battle full of *assurance*.

as sur'ing (ă shōōr'ĭng). 1. Making sure or certain. I am *assuring* promotion by studying every day. 2. I'm *assuring* you that he will not fail you.

at'mos phere (at'mŏs fēr). 1. The air of a particular place. 2. The mass of air about the earth. 3. The spirit; the influence. The *atmosphere* of the room was tense.

at tached' (ă tăcht'). 1. Ascribed; given credit for. 2. Fastened one thing to another. I *attached* the hose to the faucet. 3. Held by affection. We are *attached* to our families by ties of blood.

at tain' (ă tān'). 1. To gain; to achieve. 2. To arrive at. I hope that Gordon will *attain* his goal.

at'ti tude (ăt'ĭ tūd). 1. A feeling expressed by action. 2. The position or posture of a person or thing, usually assumed for a special purpose.

at tor'ney (ă tûr'nĭ). A lawyer.

au'to mat'ic (ô'tō măt'ĭk). 1. Made to act by itself. 2. Without conscious control. The action of the heart is *automatic*.

a vail' (ă vāl'). 1. To take advantage of. 2. Value. All he did was of no *avail*.

a vail'a ble (ă vāl'ă b'l). Ready to use; at hand.

a'vi a'tion (ā'vĭ ā'shŭn). The art or practice of flying airplanes.

be hav'iour (bē hāv'yēr). Conduct.

bond (bŏnd). 1. A certificate, issued by a government or a corporation, which promises to pay a certain sum at a certain time. 2. A binding influence. We were held by a *bond* of friendship. 3. Something that binds or holds things to-

gether. The timbers were held by a heavy *bond* of steel.

bo'nus (bō'nŭs). 1. Money given to discharged soldiers by the government. 2. Something given in addition to salary or to what is due.

breadth (brĕdth). 1. Width. 2. Tolerance. Uncle Roger showed great *breadth* of mind. 3. A thing of a certain width. Mother needs another *breadth* of cloth.

broad'cast' (brôd'kăst'). 1. To send out by radio. 2. A sending out by radio. The *broadcast* will begin at eight o'clock. 3. To scatter abroad. The farmer *broadcast* the seed.

budg'et (bŭj'ĕt). 1. A plan for spending based on income. 2. To plan for in a budget. We are going to *budget* our income.

cab'i net (kăb'ĭ nĕt). 1. A group of persons who act as advisers. 2. A set of drawers or a case. Father is building a *cabinet* to display his coins.

cam'pus (kăm'pŭs). The grounds belonging to a college or a school.

can'cel (kăn'sĕl). 1. To cross out; to erase; to draw a line through. Your theme will be better if you *cancel* the last paragraph. 2. To take back; revoke. I'll have to *cancel* my appointment with the dentist. 3. To mark with lines to show something has been used; as, to *cancel* a ticket.

can'celled (kăn'sĕld). See **cancel**.

can'cel la'tion (kăn'sĕ lā'shŭn). 1. The act of cancelling. The *cancellation* of the concert caused the committee much trouble. 2. A mark made to cross out or cancel something.

can'cer (kăn'sẽr). A growth in or on a person, often resulting in death.

can'di date (kăn'dĭ dāt). One who seeks office or honours. Mr. Johnson is the Liberal *candidate* in our riding.

ca pac'i ty (kə păs'ĭ tĭ). 1. The extent of room or space. The lecture hall was filled to *capacity* when the great scientist spoke. 2. Content. What is the *capacity* of the bowl? 3. Ability. Bob has great *capacity* for work.

cash ier' (kăsh ēr'). A person who has charge of money.

cel'e bra'tion (sĕl'ĕ brā'shŭn). 1. The observance of an occasion, such as a birthday, a holiday, or a religious occasion, with festivities. 2. Act of observing in a special way.

cem'e ter'y (sĕm'ĕ tĕr'ĭ). A graveyard.

cer'e mo'ny (sĕr'ĕ mō'nĭ). 1. A rite performed in accordance with law, custom, or religious observances. 2. Required social behaviour. I do not enjoy the *ceremony* of large receptions.

chal'lenge (chăl'ĕnj). 1. An invitation to a contest. 2. The call of a sentry.

cham'pi on (chăm'pĭ ŭn). 1. One who fights for another person or for a cause. 2. One who is highest in rank in a branch of athletics. James Powers is the basketball *champion* of our league.

change'a ble (chān'jə b'l). Variable; changing frequently.

chan'nel (chăn'ĕl). 1. In radio, a band of frequencies wide enough for one radio communication. 2. That through which anything passes, as a tube; a passage. 3. The bed of a river; the deep part of a stream or harbour.

chem'is try (kĕm'ĭs trĭ). The science that has to do with the composition of matter and the changes it undergoes.

Chris'tian (krĭs'chăn). 1. Pertaining to Jesus Christ or the religion of Jesus. 2. A person who believes in Christ and his teachings.

cir'cuit (sûr'kĭt). 1. The path of an electric current. 2. A regular route. The milkman has a *circuit* to cover every day. 3. Motion around a circle; as, the *circuit* of the moon around the earth.

cir'cu lar (sûr'kŭ lẽr). 1. Pertaining to a circle. 2. Going round in a circle. She waved her arms around in a *circular* motion. 3. Sent around to one person after another. We received a *circular* letter in the mail.

cir'cum stance (sûr'kŭm stăns). 1. A fact which must be taken into account. 2. A detail in sequence of

events. Do you remember every *circumstance* that led to the accident?

civ'il (sĭv'ĭl). 1. Relating to matters of state or to citizens of the state. 2. Pertaining to the ordinary business of citizens. Mr. Graves is engaged in *civil* affairs; Colonel Mills, in military affairs. 3. Polite. The little boy didn't give a very *civil* answer.

civ'i li za'tion (sĭv'ĭ lĭ zā'shŭn). Culture; the social culture of a group, as judged by their art, education, government, etc.

clause (klôz). 1. A group of words that has a subject and a predicate and is used as a part of a sentence. 2. A part of a document or article. The lawyer added a *clause* to the document.

cli'ent (klī'ĕnt). One who employs the services of a lawyer, a doctor, and so on.

coin (koin). 1. To make gold, silver, and other metals into money. 2. A piece of metal money. I found a *coin* on the street.

com bine' (kŏm bīn'). To unite or join together.

com mence'ment (kŏ mĕns' mĕnt). 1. Graduation exercises. 2. A beginning. I didn't hear the *commencement* of your story.

com'pa nies (kŭm'pȧ nĭz). Groups of persons joined together for a common purpose, especially for business.

com'pe tent (kŏm'pē tĕnt). Well qualified; capable; efficient.

com'pe ti'tion (kŏm'pē tĭsh'ŭn). 1. Rivalry; the act of competing for a single object. In business, the effort to secure trade and profit. 2. A contest. Are you going to enter the *competition*?

com plex' (kŏm plĕks'). Not simple; complicated.

com ply' (kŏm plī'). To conform to rules; to yield.

com'pound (kŏm'pound). 1. A mixture. 2. Anything made up of two or more parts or elements. Doorbell is a *compound* word.

com pound' (kŏm pound'). 1. To mix; to combine. The druggist will *compound* the prescription. 2. To increase regularly; as, to *compound* interest.

com'pro mise (kŏm'prō mīz). 1. To come to an agreement; to make concessions. 2. To put under suspicion. One should never act in such a way that he will *compromise* his reputation.

con ceive' (kŏn sēv'). To imagine; to have an idea of.

con cerned' (kŏn sûrnd'). 1. Interested in. 2. Worried about. Mother is *concerned* about Molly's sickness.

con cern'ing (kŏn sûr'nĭng). Relating to; regarding, or about.

con clude' (kŏn klōōd'). 1. Bring about as a result. 2. To finish. Mr. Bray had to hurry to *conclude* his speech. 3. To decide by reasoning. We *conclude* that it wasn't your fault.

con'crete (kŏn'krēt). 1. A mixture of cement, sand, gravel, and so on, used for building purposes. 2. Specific; not general or abstract. Names of fruit, as pears, apples, and so on, are *concrete*; the word *fruit*, on the other hand, is general. 3. Made of concrete; as, a *concrete* sidewalk.

con crete' (kŏn krēt'). 1. To make solid. 2. To cover with concrete.

con demned' (kŏn dĕmd'). 1. Pronounced a sentence against; pronounced guilty. 2. Disapproved of. The building was *condemned* as unsafe.

con fer' (kŏn fûr'). 1. Consult; compare ideas; to hold conference. 2. To grant; to bestow; as, to *confer* an honour upon someone.

con'fer ence (kŏn'fĕr ĕns). A formal meeting for discussion.

con fess' (kŏn fĕs'). 1. To admit; to acknowledge as true. 2. Of a priest, to hear confession. One of the duties of a priest is to *confess* the members of his parish.

con firm' (kŏn fûrm'). 1. To strengthen; to make firm. 2. To ratify. They will *confirm* the treaty next week.

con fu'sion (kŏn fū'zhŭn). 1. State of being distracted; in great disorder; upset. 2. State of being confused; embarrassed.

con grat'u late (kŏn grăt'ū lāt). To express pleasure to a person on account of his success or some happy event. We sent John a note to *congratulate* him on winning the skating championship.

con grat'u la'tion (kŏn gră t'ū lā'shŭn). Expressing pleasure at someone's success. Usually used in the plural. We extended to him our hearty *congratulations* on the occasion of his graduation.

con'science (kŏn'shĕns). A sense of what is right and wrong.

con'scious (kŏn'shŭs). 1. Aware of. 2. Mentally awake. Even though his accident was a serious one, he was fully *conscious* all the time.

con'se quence (kŏn'sĕ kwĕns). 1. A result. 2. Importance. Our new neighbours are people of *consequence.*

con'se quent ly (kŏn'sĕ kwĕnt lĭ). As a result.

con sid'er a bly (kŏn sĭd'ĕr ă blĭ). In a marked degree.

con sist' (kŏn sĭst'). To be composed of.

con sist'ent (kŏn sĭs'tĕnt). 1. Firm. 2. Agreeing; always the same. A person's actions should be *consistent* with his beliefs.

con'sti tu'tion (kŏn'stĭ tū'shŭn). 1. The body of laws of a nation; a written document containing these laws. 2. The physical powers of a person. Uncle Fred hasn't a very strong *constitution.*

con'tem plate (kŏn'tĕm plāt). 1. To consider carefully. 2. To intend. We *contemplate* asking them to help us.

con'tents (kŏn'tĕnts). 1. That which is held within. 2. The subject matter contained in a book, speech, etc. The *contents* of that book is comprehensive.

con tin'u al ly (kŏn tĭn'ū ăl ĭ). 1. Without stopping. 2. Again and again. He kept interrupting us *continually.*

con tin'u ous (kŏn tĭn'ū ŭs). Without a break; never ceasing.

con'tra ry (kŏn'trĕr ĭ). 1. Opposed. 2. Opposite; different. Mr. Gordon always takes the *contrary* side of an argument.

con'trast (kŏn'trăst). 1. Difference. 2. A person or thing that is different from another. Today is such a *contrast* to yesterday.

con trast' (kŏn trăst'). 1. To show a difference. 2. To compare two things, showing the difference. *Contrast* the cost this year with that of last year.

con trib'ute (kŏn trĭb'ūt). 1. To give to a common cause. 2. To furnish an article for a magazine or paper. John Wells will continue to *contribute* to the *Evening Times.*

con'tro ver'sy (kŏn'trŏ vûr'sĭ). A dispute; a quarrel.

con ven'tion (kŏn vĕn'shŭn). 1. An assembly of delegates who meet for a special purpose. 2. Custom; traditional behaviour. He seemed not to be aware of any social *convention.*

con vict' (kŏn vĭkt'). To judge guilty.

con'vict (kŏn'vĭkt). 1. A person found guilty of a crime and sentenced. 2. A person serving a sentence in prison.

con vic'tion (kŏn vĭk'shŭn). 1. The decision that a person is guilty. 2. Sureness. It is irritating to have a person always speak with such *conviction.*

co-op'er ate (kŏ ŏp'ĕr āt). To work together toward the same end and one result.

cor'dial (kôr'jăl). Hearty; warm; sincere.

cor'po ra'tion (kôr'pŏ rā'shŭn). A group of persons joined in a business enterprise.

cor rec'tion (kŏ rĕk'shŭn). 1. The act of making a thing right. 2. A change which makes something right. Please send me the *correction* of your bill.

cor're spond' (kŏr'ĕ spŏnd'). 1. To exchange letters. 2. To match; to be like. Her ideas about bringing up a child do not *correspond* with mine.

cor're spond'ence (kŏr'ĕ spŏn'dĕns). 1. Letters which people write to one another. 2. A likeness in; agreement. There should be a *correspondence* between what you write about and the style in which you write.

cor're spond'ent (kŏr'ĕ spŏn'dĕnt). 1. A person to whom you write letters. 2. A person who contributes news regularly to a newspaper.

cos'tume (kŏs'tūm). 1. Clothes. 2. Dress of a particular type or period. I wore an Indian *costume* in the pageant.

cos tume' (kŏs tūm'). To furnish clothes. Our English teacher will *costume* the boys and girls who are taking part in the play.

coun'cil (koun'sĭl). 1. The legislative body of a city. 2. A group of persons summoned to make plans, give advice, and so on. The premier called a *council* of the leading businessmen.

coun'sel (koun'sĕl). 1. A lawyer; a person who advises. 2. Advice. The doctor will give us wise *counsel*.

coun'te nance (koun'tĕ năns). 1. The face. 2. The expression of the face. I could tell by his *countenance* that he was angry. 3. Approval. He never will give *countenance* to such deceit.

cou'pon (kōō'pŏn). A portion of a ticket, a certificate, and so on, which is to be torn off and which entitles the holder to something; as, a *coupon* attached to a bond, showing that interest is due.

cour'te ous (kûr'tē ŭs). Polite.

cred'it ed (krĕd'ĭ tĕd). 1. Gave honour or credit to a person. 2. Believed. The judge *credited* his story. 3. Entered an amount on the credit side of a person's account. I was *credited* with $14 by the bank.

crime (krīm). An action that is contrary to law.

crim'i nal (krĭm'ĭ năl). 1. One who has committed a crime. 2. Pertaining to crime. He was arrested because of a *criminal* act.

crit'i cal (krĭt'ĭ kăl). 1. Using careful judgment; exacting high standards. 2. Inclined to finding fault. We think our teachers are sometimes too *critical* of us. 3. Pertaining to a crisis. His sickness has reached a *critical* stage. 4. In the nature of a criticism. Mrs. Thomas wrote a *critical* review of the book.

crys'tal (krĭs'tăl). 1. Clear; resembling crystal. 2. A colourless mineral, often transparent, called quartz. 3. Substances formed by solidifying. Snow *crystals* are varied in shape and are very beautiful. 4. A kind of glass that has a high gloss. We gave Ruth a vase made of *crystal*. 5. The glass that covers a watch dial.

cu'ri os'i ty (kū'rĭ ŏs'ĭ tĭ). 1. Inquisitiveness. 2. That which is curious, especially an object noted for its rare characteristics. That tree, because of the way it grows, is a *curiosity* which people drive miles to see.

cyl'in der (sĭl'ĭn dĕr). 1. The piston chamber in an engine. 2. An object whose base and top are circles and whose sides are parallel.

da'ta (dā'tă). Facts given from which other facts may be inferred.

de'cent (dē'sĕnt). 1. Proper and fitting. 2. Respectable; more or less good. The Browns have a *decent* income.

dec'la ra'tion (dĕk'lă rā'shŭn). 1. Act of announcing. 2. That which is announced; also the document containing a declaration. We are studying the *Declaration* of the Rights of Man.

de clare' (dē klâr'). 1. To announce; to make known. 2. To assert. I *declare* that I will not wait any longer for her.

de duct' (dē dŭkt'). To take away from; to subtract.

de duc'tion (dē dŭk'shŭn). 1. The amount subtracted. 2. The act of reaching a conclusion. We both arrived at the same *deduction*.

deed (dēd). 1. An unusual act; an exploit. 2. A performance. Helping that beggar was a kind *deed*. 3. A legal paper, the record of a contract. Father put the *deed* to the house in the bank. 4. To give over to somebody else by means of a *deed*. Aunt Florence is going to *deed* the house to Mother.

de fec'tive (dē fĕk'tĭv). Faulty; imperfect.

def'i nite ly (dĕf'ĭ nĭt lĭ). 1. Unmistakably; clearly. 2. With a fixed limit. The boundaries are *definitely* outlined.

def'i ni'tion (dĕf'ĭ nĭsh'ŭn). A statement by which the meaning of a word or something else is explained.

de moc'ra cy (dē mŏk'rȧ sĭ). 1. A government by the people. 2. Any state governed by the people. We are fortunate to live in a *democracy.*

dem'on stra'tion (dĕm'ŭn strā'shŭn). 1. A showing of feeling. She gave no *demonstration* of her joy. 2. An exhibition of military force. 3. Proof. Give me a *demonstration* of your ability to work hard.

de pend'ent (dē pĕn'dĕnt). 1. Relying on somebody else for support. 2. *In grammar:* Subordinate. A complex sentence must have a *dependent* clause.

de scent' (dē sĕnt'). 1. One's ancestry. 2. The act of coming down. The *descent* from the mountain was dangerous.

de sir'a ble (dē zīr'ȧ b'l). Pleasing; agreeable.

de sired' (dē zīrd'). Wanted.

de sir'ous (dē zīr'ŭs). Having a desire for; eagerly wishing.

de spair' (dē spâr'). 1. To lose hope. 2. A feeling of hopelessness; worry; desperation. Mr. Wilton is in *despair* over his business failure.

des'per ate (dĕs'pēr ĭt). 1. Hopeless. 2. Reckless; driven by despair. He made a *desperate* attempt to enter the burning house.

de spise' (dē spīz'). To dislike; to scorn or look down upon.

des'ti na'tion (dĕs'tĭ nā'shŭn). Goal; the place to which one is going.

de tail' (dē tāl'; dē'tāl). An item or a particular.

de tail' (dē tāl'). To appoint a person to a duty. The captain will *detail* the soldier to guard duty.

de ter'mined (dē tûr'mĭnd). 1. Resolute. She had a *determined* expression when she said No. 2. Decided; resolved. We *determined* to go in spite of the rain. 3. Found out the truth. The detective *determined* the facts of the case.

de vot'ed (dē vōt'ĕd). 1. Dedicated; gave up one's life entirely to. 2. Strongly attached. The team has many *devoted* followers.

dig'ni fied (dĭg'nĭ fīd). Stately; having dignity.

dig'ni ty (dĭg'nĭ tĭ). 1. Reserve of manner; the opposite of "familiarity." 2. The honour or high position of a person. It was beneath the *dignity* of the president's office to quarrel over the matter.

di plo'ma (dĭ plō'mȧ). A document received on graduation from a school or college.

dis'a gree' (dĭs'ȧ grē'). 1. To hold different opinions. 2. To be unlike. The stories the two witnesses told seem to *disagree.* 3. To be unsuitable; not to be good for. Rich food will *disagree* with young children.

dis charge' (dĭs chärj'). 1. To free oneself from an obligation by paying or doing that which is required to meet it. 2. To shoot. Did the soldier *discharge* his gun? 3. To dismiss from employment. Mr. Butler is going to *discharge* the dishonest cashier.

dis'ci pline (dĭs'ĭ plĭn). 1. Mental and moral training. 2. Order maintained by enforcing rules. The principal maintained a strict *discipline* in his school. 3. Punishment; correction. Too much *discipline* is not good for a child.

dis'count (dĭs'kount). 1. A reduction. 2. The amount deducted. He gets a 10 per cent *discount* at that store.

dis cre'tion (dĭs krĕsh'ŭn). 1. Caution; being discreet or careful. 2. Unrestricted choice. Use your own *discretion* in choosing a suitable gift.

dis'po si'tion (dĭs'pō zĭsh'ŭn). 1. Temperament; one's natural way of thinking and acting. 2. Disposal. Florence always seems to have plenty of time at her *disposition.*

dis tin'guished (dĭs tĭng'gwĭsht). 1. Famous; honoured. 2. Told one thing from another. I *distinguished* Miss Allen's voice in the group. 3. Made out; saw clearly. We *distinguished* the house in the dark.

dis'tri bu'tion (dĭs'trĭ bū'shŭn). 1. The dealing out in portions.
div'i dend (dĭv'ĭ dĕnd). 1. That which is distributed, as profits from a business. 2. *In arithmetic:* The number to be divided.
di vine' (dĭ vīn'). 1. Pertaining to God; holy. 2. A minister. 3. To perceive by intuition. I can always *divine* what he is thinking.
Do min'ion (dō mĭn'yŏn). 1. Name given to Canadian colonies united in 1867. 2. *Not capitalized:* sovereignty or control.
dra mat'ic (drȧ măt'ĭk). 1. Of or like the drama or the theatre. 2. Expressive; moving. Miss Murphy has a *dramatic* manner.
drear'y (drēr'ĭ). Gloomy; depressing.
du'ly (dū'lĭ). Properly; in due time.
du'pli cate (dū'plĭ kāt). To make a copy of.
du'pli cate (dū'plĭ kȧt). A copy; a thing that is identical with another. I am typing a *duplicate* of her letter.
du'ra ble (dū'rȧ b'l). Lasting a long time; permanent; firm.

e'co nom'i cal (ē'kō nŏm'ĭ kăl; ĕk'ō nŏm'ĭ kăl). Thrifty; careful in handling money; not extravagant.
e con'o my (ē kŏn'ō mĭ). Thrift; careful handling of resources and expenses.
e di'tion (ē dĭsh'ŭn). 1. The number of copies of a book, newspaper, or magazine printed at one time. 2. The form in which a book is printed. I bought a paper-covered *edition* of the story.
ed'u ca'tion al (ĕd'ū kā'shŭn ăl). Having to do with education.
ef fi'cien cy (ē fĭsh'ĕn sĭ). Competency; ability; effective power.
ef fi'cient (ē fĭsh'ĕnt). Competent; effective in obtaining results.
e lab'o rate (ē lăb'ō rĭt). Worked out in detail; complicated.
e lab'o rate (ē lăb'ō rāt). To work out in detail. Please *elaborate* your plans.
e lim'i nate (ē lĭm'ĭ nāt). To get rid of; to remove.
em bar'rass ment (ĕm băr'ăs mĕnt). Discomfort.
em broi'der y (ĕm broi'dĕr ĭ). Needlework used for ornamentation.
e mer'gen cy (ē mûr'jĕn sĭ). An unexpected situation requiring prompt action.
em'pire (ĕm'pīr). 1. A group of nations under one sovereign power; as, the British *Empire*. 2. Wide, imperial domain.
em ploy'ment (ĕm ploi'mĕnt). 1. Act of employing or being employed. 2. Anything that takes time, as business. Her *employment* takes all her time.
en a'ble (ĕn ā'b'l). To make it possible; make able.
en closed' (ĕn klōzd'). 1. Shut up in, or put into, something. She *enclosed* the cheque in her letter. 2. Surrounded. Our field is *enclosed* by a fence.
en deav'our (ĕn dĕv'ĕr). 1. To try. 2. An attempt. I failed in my first *endeavour*.
en force' (ĕn fōrs'). 1. To put into effect. 2. To force; to compel. Her discipline was poor; she didn't know how to *enforce* obedience.
en gaged' (ĕn gājd'). 1. Involved in; occupied by. 2. Involved in hostile engagement; as, *engaged* in a battle. 3. Promised, especially in marriage. Ethel was *engaged* to Tom. 4. Hired. Father *engaged* a new clerk.
en rol'ment (ĕn rōl'mĕnt). Registration; the act of enrolling.
en thu'si asm (ĕn thū'zĭ ăz'm). Eagerness; zeal; more than ordinary interest.
en thu'si as'tic (ĕn thū'zĭ ăs'tĭk). Having great interest in; eager; ardent.
en ti'tle (ĕn tī't'l). To give the right to; to qualify for.
e quipped' (ē kwĭpt'). Provided with.
es'say (ĕs'ā; *also, in sense* 2, ĕ sā'). 1. A form of literary composition. 2. An attempt to do something. Peter made a second *essay* at finishing his model plane.
es say' (ĕ sā'). To try; to attempt. Peter, will you *essay* to finish your model plane?

es sen'tial (ĕ sĕn'shăl). 1. Necessary; important. 2. Pertaining to the nature of a thing. A good plot is an *essential* characteristic of a modern play.

es tate' (ĕs tāt'). 1. All the money and property one owns, especially that left when one dies. 2. A house with considerable land; as, a country *estate.*

e ter'nal (ē tûr'năl). 1. Going on without interruption. 2. Everlasting; enduring forever.

ev'i dence (ĕv'ĭ dĕns.) Proof.

ev'i dent (ĕv'ĭ dĕnt). Obvious; plain; clearly understood.

ev'i dent ly (ĕv'ĭ dĕnt lĭ). Obviously; plainly.

ex ceed' (ĕk sēd'). 1. To surpass. 2. To go beyond; to go too far; to overdo. A good leader will not *exceed* his authority.

ex ceed'ing ly (ĕk sēd'ĭng lĭ). Very; to an extraordinary degree.

ex clu'sive (ĕks klōō'sĭv). 1. Belonging to one only; single. 2. Excluding certain persons from membership, ownership, etc. The Russells are moving to a more *exclusive* neighbourhood.

ex'e cute (ĕk'sĕ kūt). 1. To carry out; to put into effect. 2. To put to death as a legal punishment for crime. Do you think that the State ought to *execute* the murderer? 3. To take steps to make legal; as, to *execute* a will.

ex ec'u tive (ĕg zĕk'ū tĭv). 1. One who administrates a government or a business. 2. Fitted for administrating or carrying things to completion. Miss Peters has much *executive* ability. 3. Pertaining to the branch of government which is responsible for carrying out the law.

ex haust' (ĕg zôst'). 1. To wear out; to tire out; to use up completely. 2. To treat from all sides; to develop fully. I wonder if they intend to *exhaust* the subject before midnight. 3. The escape of steam and so forth from the cylinder of an engine. Move out of the way of the *exhaust.*

ex ist' (ĕg zĭst'). 1. To have being; to be. 2. To live.

ex ist'ence (ĕg zĭs'tĕns). 1. Life. 2. Being; existing. I believe in the *existence* of God. 3. Way or means of living. The explorers in the north lead a dangerous *existence.*

ex'pec ta'tion (ĕks'pĕk tā'shŭn). Anticipation.

ex'pe di'tion (ĕks'pē dĭsh'ŭn). A journey for a special purpose; also the people taking part in such a journey.

ex pend'i ture (ĕks pĕn'dĭ tūr). 1. Expense. 2. The act of spending. The family decided that $50 was too great an *expenditure* for rent.

ex'qui site (ĕks'kwĭ zĭt). 1. Beautiful; charming. There is an *exquisite* view from the top of the mountain. 2. Intense; very sharp. Your kindness gave her *exquisite* satisfaction. 3. Fine; made with skill. Notice the *exquisite* details in this antique cabinet.

ex ten'sion (ĕks tĕn'shŭn). 1. Expansion; increase. 2. An addition. We built an *extension* at the back of the house.

ex traor'di nar'y (ĕks trôr'dĭ nĕr'ĭ). Unusual; not common.

fa cil'i ties (fă sĭl'ĭ tĭz). Conveniences; advantages of.

faith'ful ly (fāth'fo͝ol ĭ). Honestly; in an upright manner; so as to be worthy of trust.

fes'ti val (fĕs'tĭ văl). A time of celebrations and feasting.

fic'tion (fĭk'shŭn). 1. Imaginary literature; a novel. 2. An untruth; something which is not a fact. It's hard to tell what is fact and what is *fiction* in the account of the accident.

fi nance' (fĭ năns'; fī năns'; *also, in sense* 1, fī'năns). 1. The management of money and money affairs. 2. To provide money for. Uncle Ted tried to *finance* his business without any outside help.

fi nan'cial (fĭ năn'shăl). Pertaining to matters of money.

flex'i ble (flĕk'sĭ b'l). 1. Pliant; not stiff. 2. Yielding. 3. Adaptable. It's well to have rules that are *flexible.*

fra ter'ni ty (fră tûr'nĭ tĭ). A body of men grouped together for their common good or pleasure; es-

pecially a student organization of this kind.

ful fil' (fo͝ol fĭl'). To accomplish; to bring to pass.

fun'da men'tal (fŭn'dȧ mĕn'tăl). 1. Primary; basic. 2. Essential; necessary. The knowledge of how to study is *fundamental* to your success in school. 3. Anything which is an essential. Honesty is a *fundamental* of good character. 4. A principle or law which serves as a foundation of a system.

gem (jĕm). 1. A precious stone, as a diamond. 2. Anything thought valuable because of its beauty. That piece of antique needlework is a *gem* of its kind.

gen'er a'tion (jĕn'ĕr ā'shŭn). 1. The average period of time between the birth of a father and a son. 2. A group of people of about the same age living at the same time. Mrs. Fiske belongs to my grandmother's *generation.*

ge om'e try (jē ŏm'ē trĭ). That branch of mathematics which studies solid bodies, surfaces, lines, and angles.

glimpse (glĭmps). 1. A brief view. 2. A quick flash; a glimmer. We caught a *glimpse* of the sun behind the cloud. 3. A hint; a faint idea. I got a *glimpse* of what she had to do.

glo'ry (glō'rĭ). 1. Honour or fame. 2. Something that brings fame or renown. Art was the *glory* of ancient Greece. 3. Praise; worship. *Glory* to God in the highest. 4. To be proud of. Mrs. Burton was inclined to *glory* too much in the fame of her ancestors.

gor'geous (gôr'jŭs). Very beautiful; splendid. We watched the *gorgeous* colourings of the setting sun.

gos'sip (gŏs'ĭp). 1. Rumour; idle talk. 2. One who spreads rumour or talks idly. 3. To spread rumour or news. In wartime we are told many times not to *gossip.*

gra'cious (grā'shŭs). 1. Kindly; courteous. 2. Charming, graceful, and attractive in appearance and manners. Mrs. Murphy was always a *gracious* hostess.

grad'u a'tion (grăd'ū ā'shŭn). Act of finishing a course of study in school or college; commencement.

grat'i tude (grăt'ĭ tūd). Thankfulness; feeling grateful toward one who has done you a kindness.

gross (grōs). 1. Total; entire. 2. Bulky; fat. 3. Coarse; not delicate or fine. 4. Vulgar. A person who keeps bad company will soon become *gross* himself. 5. Disgraceful. That trial was a *gross* miscarriage of justice.

guar'an teed' (găr'ăn tēd'). 1. Was made sure. 2. Took responsibility for the obligations of another. I *guaranteed* that he would pay the bill by the end of the month. 3. Warranted. The new vacuum cleaner was *guaranteed* for five years.

guard'i an (gär'dĭ ăn). 1. Protector; somebody or something that protects another. 2. A person who, by law, has charge of another person or of his property. Aunt Mabel was appointed Edith's *guardian.*

han'dling (hăn'dlĭng). 1. Managing; touching. 2. Style of writing, painting, and so on. I like this author's way of *handling* description.

har'mo ny (här'mō nĭ). 1. Agreement; accord. 2. Tuneful sounds. The *harmony* of those instruments playing together was beautiful. 3. The arrangement or putting things together to form a pleasing whole; as, a *harmony* of colour.

heart'i ly (här'tĭ lĭ). 1. Sincerely. 2. With enthusiasm. We *heartily* agree to your suggestion.

heir (âr). One who inherits or succeeds to the title of a person who dies.

here'to fore' (hēr'tōō fōr'). Up to this time.

here with' (hēr wĭth'). With this. You will find a cheque enclosed *herewith.*

hon'our a ble (ŏn'ĕr *a* b'l). 1. Worthy of respect; estimable. 2. Honest; sincere. Mr. Wills's motives were

honourable. 3. A title put before a person's name as a courtesy.

hu'mor ous (hū'mēr ŭs). Funny.

ig'no rance (ĭg'nō răns). Lack of knowledge.

im ag'i na'tion (ĭ măj'ĭ nā'shŭn). The power of the mind to create or to picture.

im'i tate (ĭm'ĭ tāt). 1. Copy. 2. To appear like; to resemble. Those stones were cut to *imitate* diamonds.

im mor'tal (ĭ môr'tăl). 1. Everlasting; of undying fame. 2. Not mortal; eternal; pertaining to life after death.

im pose' (ĭm pōz'). 1. To put a tax on; to levy; to inflict. 2. To make one subject to a penalty. The court will *impose* a heavy fine for stealing. 3. To presume. You shouldn't *impose* on Hester's kindness.

in'a bil'i ty (ĭn'ă bĭl'ĭ tĭ). Lack of ability; not being able to.

in'as much' (ĭn'ăz mŭch'). Considering the fact; in like manner; in so far.

in'ci dent (ĭn'sĭ dĕnt). 1. An event. 2. Apt to occur in connection with some other happening. Father warned us of the expenses *incident* to our vacation.

in clined' (ĭn klīnd'). 1. Disposed in favour of; want to. 2. Sloping. Draw an *inclined* plane. 3. Bent. Mrs. Bennet *inclined* her head.

in'con ven'ience (ĭn'kŏn vēn'yĕns). 1. That which causes trouble. 2. Discomfort. The *inconvenience* of the kitchen annoyed Mother. 3. To make uncomfortable; to cause trouble. Are you sure it won't *inconvenience* you to call for me?

in def'i nite (ĭn dĕf'ĭ nĭt). 1. Not definite; not regular in length, amount, etc. 2. Vague; not clear. My ideas on the subject are *indefinite.*

in'de pend'ence (ĭn'dĕ pĕn'dĕns). 1. Freedom to direct one's own affairs. 2. An income sufficient for one's livelihood.

in'de pend'ent (ĭn'dĕ pĕn'dĕnt). 1. Free; not under the rule of another. The United States became an *independent* nation after the Revolution. 2. Separate; having no relation with.

in dif'fer ent (ĭn dĭf'ĕr ĕnt). 1. Showing no interest. 2. Neither good nor bad. Paul does *indifferent* work.

in'di vid'u al (ĭn'dĭ vĭd'ū ăl). 1. A person. He's a very intelligent *individual.* 2. One member of a class. 3. Belonging to or for one person. We ordered *individual* chicken pies.

in dus'tri al (ĭn dŭs'trĭ ăl). Having to do with industry or with those working in an industry.

in fe'ri or (ĭn fē'rĭ ēr). 1. Lower; of less importance. 2. Of lower rank; less value. This butter is of *inferior* grade.

in i'tial (ĭ nĭsh'ăl). 1. The first; the beginning. 2. The first letter of a word, particularly the first letters of a person's name. What is your middle *initial*? 3. To mark with an initial or initials. I'm going to *initial* some towels for Mother.

in'no cent (ĭn'ŏ sĕnt). 1. Not guilty. 2. Pure; without sin. All little children are *innocent.*

in quir'ies (ĭn kwīr'ĭz). See **inquiry.**

in quir'y (ĭn kwīr'ĭ; ĭn'kwĭ rĭ). Search for truth; a questioning.

in'spi ra'tion (ĭn'spĭ rā'shŭn). 1. The power of arousing feelings. 2. An influence not of this earth. He received an *inspiration* from heaven.

in'sti tu'tion (ĭn'stĭ tū'shŭn). 1. An organized society or corporation with a fixed purpose. 2. An established custom. Singing carols on the street on Christmas Eve has become an *institution* in our town. 3. The act of establishing. The *institution* of public schools was of great importance to this country.

in sur'ance (ĭn shoŏr'ăns). 1. The business of selling *insurance.* 2. A contract by which a company guarantees to pay in case of accident, loss, or death. Fred's *insurance* covers a loss by theft. 3. The premium paid for insuring property, or the money paid by the company in case of loss, accident, or death.

in sure' (ĭn shŏŏr'). 1. To make sure. 2. To make arrangements for money to be paid in case of death, fire, etc. Are you going to *insure* your new house against loss by fire?

in tel'li gence (ĭn tĕl'ĭ jĕns). 1. Mental ability. 2. Skill. Dorothy carries on her job with great *intelligence.*

in tel'li gent (ĭn tĕl'ĭ jĕnt). Having knowledge; having the ability to learn.

in tense' (ĭn tĕns'). Earnest; extreme in degree.

in ten'tion (ĭn tĕn'shŭn). Purpose. One's determination to achieve or act. It is my *intention* that I shall work hard tonight.

in te'ri or (ĭn tēr'ĭ ēr). 1. The inside. The *interior* of the room is dark. 2. The central region of a country. The *interior* of Tibet is largely unexplored.

in ter'nal (ĭn tûr'năl). 1. Pertaining to affairs within a country, business, etc. 2. Inner; pertaining to the inside; the opposite of "external." The *internal* structure of the house was in excellent condition. 3. Having to do with the inside of the body. He received several *internal* injuries.

in'ter na'tion al (ĭn'tēr năsh'ŭn ăl). 1. Between nations; among other nations. 2. A person having relations with two nations.

in'ter rupt' (ĭn'tĕ rŭpt'). To stop; to break into.

in'ter view (ĭn'tēr vū). 1. A meeting of persons by appointment; a conference. 2. A meeting of a newspaper reporter or other writer with another person to get information from the latter for publication; also this information when published. I read the *interview* Grandfather gave the paper.

in'ti mate (ĭn'tĭ mĭt). 1. Close; familiar. 2. Innermost. He would not tell us his most *intimate* thoughts. 3. A close friend. Mrs. Shay is an *intimate* of our family.

in'ti mate (ĭn'tĭ māt). To hint. Don't *intimate* such things if you don't want to hurt her feelings.

in'tro duced' (ĭn'trō dūst'). 1. Made acquainted. 2. Brought into use or practice. The custom of putting lights in the windows at Christmas was *introduced* long ago.

in'tro duc'tion (ĭn'trō dŭk'shŭn). 1. The opening part of a book, speech, etc. 2. The act of making one person known to another. You should know how to make a graceful *introduction.* 3. The act of bringing into use. The *introduction* of electricity marked a step forward in man's progress.

in'va lid (ĭn'vă lĭd). 1. A sick person, especially one who is in poor health most of the time. 2. Suited to a sick person; as, an *invalid* diet.

in val'id (ĭn văl'ĭd). Not legal or effective; of no weight. The court pronounced his claim *invalid.*

in'ven to'ry (ĭn'vĕn tō'rĭ). 1. A list of articles with their estimated value. 2. To make an inventory. The lawyer will *inventory* the estate.

in ves'ti ga'tion (ĭn vĕs'tĭ gā'shŭn). A searching for information; inquiry.

in'voice (ĭn'vois). 1. A list of goods with their price sent to the buyer. 2. The goods listed on an invoice; a shipment of such goods. Mr. Williams went to the warehouse to check an *invoice.* 3. To make an invoice.

in volved' (ĭn vŏlvd'). 1. Creating a complicated situation. 2. Complicated. Because of the foolish things you told, we were more *involved* in the matter. 3. Included. His wrongdoing *involved* his whole future.

is'sued (ĭsh'ūd). 1. Delivered officially; published. 2. Gave out for use. The army *issued* passes to all the soldiers. 3. Ran out; passed out. The water *issued* from between the walls of rock.

jew'el ry (jōō'ĕl rĭ). Ornaments made of gold, silver, and other metals, usually set with precious stones.

ju'ry (jŏŏr'ĭ). 1. A group of people chosen to inquire into and decide

a case at law. 2. A group of people chosen to judge a contest. Mother was one of the *jury* chosen to judge the speech contest.

large'ly (lärj'lĭ). To a great extent.
laugh'ter (läf'tẽr). An expression of the face, particularly of the lips, which shows amusement, accompanied by the expulsion of air from the lungs.
leak (lēk). 1. A hole or space occurring by accident, through which something can escape. 2. To seep out gradually. The news will *leak* out no matter how hard you try to keep it secret.
lease (lēs). 1. To rent. 2. A contract giving the right to use a house or other property. Father signed the *lease* yesterday.
lec'ture (lĕk'tûr). 1. To give a formal talk, especially for instruction. Uncle Ben is going to *lecture* to our school assembly next week. 2. A scolding. Mother gave us a *lecture* because we picked all the apples.
leg'is la'ture (lĕj'ĭs lā'tûr). The body of elected persons who make laws.
li'a bil'i ty (lī'ȧ bĭl'ĭ tĭ). 1. A financial burden or debt. 2. Legal responsibility.
li'a ble (lī'ȧ b'l). 1. Responsible. 2. Apt to. You are *liable* to break those dishes if you are so careless.
liq'uid (lĭk'wĭd). A fluid; a substance that is capable of flowing.
liq'uor (lĭk'ẽr). 1. A drink made of alcohol, as brandy, whisky, etc. 2. Any liquid. We made a soup with the *liquor* in which the vegetables were cooked.
lov'ing ly (lŭv'ĭng lĭ). Affectionately.
lux'u ry (lŭk'shŏŏ rĭ). Something expensive, not useful, which pleases the senses.

mad'am (măd'ăm). 1. A word used to address a lady. 2. A title used before the name of a lady. *Madam* Duval is teaching my sister French.
mag nif'i cent (măg nĭf'ĭ sĕnt). 1. Splendid; lavishly beautiful. 2. Noble. He has a *magnificent* outlook on life.
ma'jor (mā'jẽr). 1. More important. 2. *In the army:* An officer above a captain. 3. To take, in school or college, a certain subject as the subject on which to spend most time. My sister will *major* in physics.
man'u al (măn'ŭ ăl). 1. Having to do with the hands. 2. A handbook of directions. I have lost my Boy Scout *manual*.
mar'gin (mär'jĭn). 1. A border. 2. An extra allowance of money, time, etc. We caught the train by a *margin* of only a minute.
mar'riage (măr'ĭj). 1. The state of being married. 2. The wedding ceremony.
mar'vel lous (mär'vĕl ŭs). Causing wonder or astonishment. It was a *marvellous* display of stars.
math'e mat'ics (măth'ē măt'ĭks). The science which deals with numbers and quantities.
ma ture' (mȧ tūr'). 1. Be due; due. 2. Ready; finished. Is your scheme *mature* enough to put into action? 3. Full-grown; at the height of development. That company is advertising for *mature* men.
ma tu'ri ty (mȧ tū'rĭ tĭ). 1. The date on which a note or debt is due. 2. Full-grown; ripeness. He will reach his *maturity* in a few years.
max'i mum (măk'sĭ mŭm). The greatest possible amount; the highest point or degree.
me chan'ic (mē kăn'ĭk). 1. A person who works with tools or machinery. 2. Requiring skill with the hands. Mr. Cohen is our teacher of *mechanic* arts.
me chan'i cal (mē kăn'ĭ kăl). 1. Pertaining to machinery. 2. As if made by a machine. Her painting has an unpleasant *mechanical* look. 3. Working by machinery. Mother bought a *mechanical* refrigerator.
me'di um (mē'dĭ ŭm). 1. That through which something is carried out or accomplished. 2. In the middle; the middle or average degree. I like best a pillow of *medium* size, not too large or too small. 3. Anything which serves

as an intermediary. The atmosphere is a *medium* of sound.

mem'ber ship (měm'bẽr shĭp). 1. State of being a member, of belonging. 2. The group of members of a society. The *membership* of the Boy Scouts of our town has doubled this year.

mem'o ran'dum (měm'ŏ răn'dŭm). A note or a record of something which helps a person to remember.

mer'chan dise (mûr'chăn dīz). Goods bought and sold.

mer'it (mĕr'ĭt). 1. Worth. 2. To deserve honour or praise. Ralph will surely *merit* all the good that comes to him.

me'ter (mē'tẽr). 1. A measure of length in the metric system; about 39 inches. 2. An instrument that measures; as, a gas *meter*. 3. The arrangement of syllables or words in poetry. 4. Rhythm in music.

mil'i tar'y (mĭl'ĭ tĕr'ĭ). 1. Relating to soldiers, war, or arms. 2. The army; troops. At the parade the *military* turned out in great numbers.

min'i mum (mĭn'ĭ mŭm). The lowest point; the least amount.

mis'cel la'ne ous (mĭs'ĕ lā'nē ŭs). Made up of a number of unrelated parts.

mis'er a ble (mĭz'ẽr ă b'l). 1. Wretched. 2. Worthless; of poor quality. That's *miserable* meat you bought.

mor'al (mŏr'ăl). 1. Ethical; distinguishing right and wrong. 2. Capable of judging right from wrong. Man is a *moral* creature. 3. The inner meaning; the practical lesson taught by. What's the *moral* of the fable?

mort'gage (môr'gĭj). 1. The agreement made by the owner of a house or property, pledging the house or property as security to a person that lends him money. 2. To put a mortgage on a house or property.

mo'tive (mō'tĭv). 1. Something that makes a person do a certain thing; an inner reason. What was your *motive* for staying at home yesterday?

mu'tu al (mū'tū ăl). 1. Having the same relationship toward somebody as that somebody has toward you. 2. Common. We bought the radio for our *mutual* enjoyment.

mys te'ri ous (mĭs tẽr'ĭ ŭs). Secret; unexplainable; puzzling.

nec'es sar'i ly (nĕs'ĕ sĕr'ĭ lĭ). Unavoidably; inevitably.

neg lect'ed (nĕg lĕk'tĕd). 1. Unnoticed; disregarded; not having any attention paid to. 2. Failed to do; left undone. Ralph *neglected* to do his studying.

no'ti fy (nō'tĭ fī). To inform by giving a notice.

nour'ish (nûr'ĭsh). Feed; support.

nov'el (nŏv'ĕl). 1. A fictitious story portraying real life. 2. Unusual. Jessie is noted for the *novel* entertainments she gives.

nui'sance (nū'săns). Anything that annoys others; a bother.

oath (ōth). 1. A solemn swearing before God that a promise made will be kept or that a statement is true. 2. A curse, or use of the name of God in swearing. It is both vulgar and sinful to use an *oath* every time you are angry.

ob'li ga'tion (ŏb'lĭ gā'shŭn). 1. Duty. 2. Being indebted for a favour. I feel under *obligation* to Mrs. Hodges for her many kindnesses.

ob'ser va'tion (ŏb'zẽr vā'shŭn). 1. The act of watching or noticing. A scientist must have a keen power of *observation*. 2. A conclusion reached by observing. Mr. McGill is always making *observations* about the war. 3. The fact of being seen. Because Ethel is shy, she tries to avoid *observation*.

oc ca'sion al (ŏ kā'zhŭn ăl). 1. Happening now and then; infrequent. 2. Suitable for a special occasion. Mr. Elwell is a brilliant *occasional* speaker.

oc ca'sion al ly (ŏ kā'zhŭn ăl ĭ). Once in a while.

of fence' (ŏ fĕns'). 1. Wrongdoing. 2. Act of offending; insulting. 3. Injury; hurt.

op po'nent (ŏ pō'nĕnt). A rival; a contestant.

op'por tu'ni ties (ŏp'ŏr tū'nĭ tĭz). Favourable times or chances to do something.

or'di nar'i ly (ôr'dĭ nĕr'ĭ lĭ). Usually; commonly.

or'gan i za'tion (ôr'găn ĭ zā'shŭn). 1. A club, a society, a group of persons organized for a purpose. 2. The act of organizing; the getting together to form an orderly group. The *organization* of the material was a longer task than she had expected.

O'ri ent (ō'rĭ ĕnt). The East; the eastern Asiatic countries.

o rig'i nal ly (ō rĭj'ĭ năl ĭ). 1. At first. 2. As it was in the beginning.

par'al lel (păr'ă lĕl). 1. Having similarity; a counterpart. 2. A comparison to show that two things are alike. Isabel drew a *parallel* between the lives of the two heroes. 3. Moving in the same direction, but always the same distance apart. He drew two *parallel* lines.

par'cel post (pär'sĕl pōst). The collection and delivery of parcels by the post office.

par'don (pär'd'n). 1. To free from a sentence; to excuse for doing wrong. 2. Forgiveness; a release from punishment.

par'lia ment (pär'lă mĕnt). In Canada, legislative body consisting of the Senate and the House of Commons.

par'tial (pär'shŏl). 1. Not general; affecting only part; not total. 2. Having a fondness for a certain thing.

par tic'u lar ly (pēr tĭk'ū lēr lĭ). 1. Especially. 2. Being done with care for details.

pa'tron (pā'trŭn). 1. One who supports or encourages a person or a thing. 2. Having the qualities of a patron. Saint Catherine is her *patron* saint.

pa'tron age (pā'trŭn ĭj; păt'rŭn ĭj). 1. Support. 2. Favour shown in a condescending way. Mrs. Goodwin's air of *patronage* is offensive. 3. The patrons or customers of a store, a theatre, etc. The chain stores have an increasing *patronage*.

pay'a ble (pā'ă b'l). That may be paid; that which is due on a certain date.

pen'sion (pĕn'shŭn). 1. A stated amount of money paid to a person who is retired. 2. To give a pension. Will your company *pension* you when you retire?

per ceive' (pēr sēv'). 1. To see, hear, and so on; get knowledge of by seeing, hearing, and so on. 2. To understand. I'm sure that he didn't *perceive* what was wanted.

per form'ance (pēr fôr'măns). 1. A doing of something; the completion of anything. 2. A public presentation of a play or other entertainment. We went to the first *performance* of the play.

per'ma nent (pûr'mă nĕnt). Lasting; not temporary.

per'son al'i ty (pûr'sŭ năl'ĭ tĭ). 1. Qualities of a person which make him different from another. 2. A person who has certain traits of character. Emma is an unusual *personality*.

per suade' (pēr swād'). To talk someone into thinking or doing as you want him to; to influence or convince.

pe ti'tion (pē tĭsh'ŭn). 1. A written request addressed to an official or government. 2. A prayer. 3. To make a request. We are going to *petition* the Red Cross for aid.

phi los'o phy (fĭ lŏs'ŏ fĭ). 1. Body of principles on which conduct and belief are based. 2. Science of human conduct. 3. Calmness; wisdom. He bore his illness with a remarkable *philosophy*.

phrase (frāz). 1. A group of words that has neither subject nor predicate and that forms part of a sentence. 2. To put into words. They *phrase* their thoughts well.

phy si'cian (fĭ zĭsh'ăn). A doctor of medicine.

phys'ics (fĭz'ĭks). The science that deals with matter and motion; it includes the study of electricity, light, heat, etc.

pit'i ful (pĭt'ĭ fo͝ol). 1. Arousing pity. 2. Mean; contemptible. That was a *pitiful* excuse she gave.

pleas'ing (plēz'ĭng). Pleasant; agreeable.

pneu mo'ni a (nū mō'nĭ ȧ). A disease of the lungs.

po lit'i cal (pŏ lĭt'ĭ kăl). Having to do with the conduct of government.

pol'i tics (pŏl'ĭ tĭks). The affairs of government.

pos'i tive ly (pŏz'ĭ tĭv lĭ). Certainly; absolutely.

pos sess' (pŏ zĕs'). 1. To have; to own. 2. To control. People should never allow terror to *possess* them.

pos ses'sion (pŏ zĕsh'ŭn). 1. Thing owned. 2. Act of owning. Our early *possession* of the town gave us the battle. 3. Having oneself under control. He showed great *possession* in the argument.

pos'si bil'i ty (pŏs'ĭ bĭl'ĭ tĭ). That which is likely to occur.

post'script (pōst'skrĭpt). A note written at the end of a letter, book, etc.

pref'er ence (prĕf'ĕr ĕns). 1. The liking for one thing more than another. 2. Choice. I wasn't asked to state my *preference.*

prej'u dice (prĕj'ŏō dĭs). An opinion or a strong feeling against a person or cause for which there is no true reason; bias.

pre lim'i nar'y (prē lĭm'ĭ nĕr'ĭ). Preparatory; that which precedes the main business.

pre'mi um (prē'mĭ ŭm). 1. The amount paid for insurance. 2. The rate at which stocks are priced above their stated value. Father was able to sell those stocks at a *premium.* 3. Something given away to those buying goods.

pre paid' (prē pād'). Paid in advance.

pres'sure (prĕsh'ĕr). 1. The force exerted by one body over another. 2. A squeeze. The *pressure* on her hand was friendly. 3. Pressing need. We all feel the *pressure* of work.

pre vail' (prē vāl'). 1. To be common, usual. 2. To gain the upper hand. It looks as if the tribes from the north will *prevail* over their enemies. 3. To persuade. Do you think that she will *prevail* upon Ruth to go?

pre'vi ous (prē'vĭ ŭs). Former; earlier.

prin'ci ple (prĭn'sĭ p'l). 1. Fundamental truth; law on which something is based. 2. A rule of conduct. It is well always to live up to your *principles.*

prob'a bil'i ty (prŏb'ȧ bĭl'ĭ tĭ). 1. Likelihood. 2. That which is probable; likely to happen. Dick's being sent to the Near East is a *probability.*

pro ce'dure (prō sē'dûr). 1. Course of action. 2. The way anything is carried on. What is the correct *procedure* to follow in enlisting?

pro ces'sion (prō sĕsh'ŭn). A succession of persons following one after another; a parade.

pro cure' (prō kūr'). 1. To get. 2. To bring something to pass. They are trying to *procure* his release.

pro fes'sion (prō fĕsh'ŭn). 1. Work or occupation which requires special education. 2. People engaged in professional work. Walter has always been associated with the medical *profession.* 3. A declaration of belief; avowal.

pro fes'sion al (prō fĕsh'ŭn ăl). 1. Engaged in for money, as opposed to "amateur." 2. Pertaining to a profession. He obtained *professional* information on the subject. 3. Engaged in a profession. It was difficult for *professional* men to get employment.

pro gres'sive (prō grĕs'ĭv). 1. Up to date; having to do with new ideas. 2. Going forward by degrees. The children were taught the *progressive* steps in learning to multiply.

pro hib'it (prō hĭb'ĭt). To forbid by an order of the law.

prom'i nent (prŏm'ĭ nĕnt). 1. Distinguished; outstanding. 2. Standing out; extending beyond. That mountain is the most *prominent* in the entire range.

pro por'tion (prō pōr'shŭn). 1. The relation of one thing to another in amount, size, and so on; a relative part. 2. Fair share. If you'll do your *proportion* of the clean-

ing up, we'll get through in an hour.

prop'o si'tion (prŏp'ō zĭsh'ŭn). 1. A proposal, suggesting an agreement, made by a person to others. 2. The subject to be discussed. The *proposition* before the club was the question of membership.

pro tec'tion (prō tĕk'shŭn). 1. A thing or person that safeguards. 2. Act of safeguarding. The *protection* of the community is in the hands of the police.

pro vid'ing (prō vīd'ĭng). 1. Taking care of for the future; making provision for. 2. Furnishing. Who is *providing* the lunch?

qual'i fied (kwŏl'ĭ fīd). 1. Fitted. 2. Softened; modified. His explanation *qualified* his first statement.

qual'i ties (kwŏl'ĭ tĭz). 1. Characteristics. 2. The real traits or virtues of a thing. The essential *qualities* to look for in a friend are loyalty and sincerity.

ra'di a'tor (rā'dĭ ā'tĕr). A device to cool or to heat; as, a *radiator* which cools an automobile engine and a *radiator* which heats a room.

re cep'tion (rē sĕp'shŭn). 1. Act of receiving. 2. A social gathering. We're going to the *reception* at the church.

rec'og nized (rĕk'ŏg nīzd). 1. Acknowledged. 2. Knew. I *recognized* him as soon as he spoke. 3. Took special notice of something. The company *recognized* his long years of service by giving him a $500 bond.

rec'om mend' (rĕk'ō mĕnd'). 1. To advise. 2. To commend; to praise. Do you think that the principal will *recommend* you for the job?

rec'om men da'tion (rĕk'ō mĕn dā'shŭn). 1. Act of praising or saying something in favour of somebody. 2. Something that is in favour of somebody or something. His outstanding honesty is his best *recommendation*. 3. Something advised. His *recommendation* was to let her go this once.

ref'er ence (rĕf'ĕr ĕns). 1. That which is referred to for information. 2. Something that is quoted or alluded to. That *reference* is from the Bible. 3. Relation. In *reference* to what we owed, he said to forget it for the present.

re fer'ring (rē fûr'ĭng). 1. Alluding to. 2. Submitting or giving to somebody else. We are *referring* the matter to the principal. 3. Sending to a person or a place for information or help. We are *referring* the case to the doctor.

re frig'er a'tor (rē frĭj'ĕr ā'tĕr). A place for keeping food and other things cold.

re fund' (rē fŭnd'; *also, in sense* 2, rē'fŭnd). 1. To pay back; to give back. 2. Something given back. He asked if he could have a *refund*.

reg'is tra'tion (rĕj'ĭs trā'shŭn). 1. The act of recording, or listing. 2. Enrolment. Our school has a smaller *registration* than yours.

re gret'ting (rē grĕt'ĭng). 1. Being sorry for. 2. Grieving for. We are *regretting* her death.

reg'u la'tion (rĕg'ū lā'shŭn). 1. Rule or restriction. 2. Prescribed by regulations. Allen wore the *regulation* uniform of a private.

re mem'brance (rē mĕm'brăns). 1. A gift. 2. That which is remembered. I have a happy *remembrance* of last Christmas.

re mit' (rē mĭt'). To send, especially money. The grocer asked us to *remit* the amount of the bill.

re mit'tance (rē mĭt'ăns). That which is sent, especially money. We sent a *remittance* of $10.

re mit'ted (rē mĭt'ĕd). Sent back. See also **remit**.

re new'al (rē nū'ăl). The act of renewing or restoring; forming anew.

rep're sent'a tive (rĕp'rē zĕn'tȧ tĭv). 1. One who represents. 2. Consisting of elected deputies. We have a *representative* form of government here in Canada. 3. Portraying; typical. This is a picture *representative* of life a hundred years ago.

rep're sent'ed (rĕp'rē zĕn'tĕd). 1. Acted in the place of a person

or persons. 2. Depicted; showed. The map *represented* the line of march. 3. Stood in the place of, as a symbol. The flag at the head of the procession *represented* our country.

re pub'lic (rē pŭb'lĭk). A country in which officers are chosen by the people who vote; also the form of government of such a country.

re pub'li can (rē pŭb'lĭ kăn). 1. Having the characteristics of a republic. 2. One who is in favour of a republican form of government. 3. *Capitalized:* A member of the *Republican* party in the United States.

re quest'ed (rē kwĕs'tĕd). 1. Asked for. He *requested* the amount of the bill at once. 2. Asked somebody to do something. Uncle Ed *requested* us to come early.

re search' (rē sûrch'; rē'sûrch). Study by investigation to find new knowledge.

res'er voir (rĕz'ĕr vwôr). A place where something is stored, especially water.

res'i dence (rĕz'ĭ dĕns). A place where one lives.

res'i dent (rĕz'ĭ dĕnt). One who lives in a place.

res'o lu'tion (rĕz'ō lū'shŭn). 1. Firmness; determination. 2. A decision; a purpose determined upon. Try to keep your New Year's *resolution* this year. 3. The statement of decisions of a meeting. A *resolution* to adjourn was passed.

re sort' (rē zôrt'). 1. A place where many people go for amusement and rest. 2. Someone or something to which one goes for help. Uncle Ned was the children's last *resort*. 3. To go often. They *resort* to the country for rest. 4. To go for help. We will *resort* to the Red Cross for aid.

re source' (rē sōrs'). 1. Source of supply. 2. Source of help. Don't give up until you have exhausted every *resource*.

re sourc'es (rē sōrs'ĕz). The wealth of a country or business in money, products, etc.

re spect'a ble (rē spĕk'tȧ b'l). 1. Of good reputation. 2. Fair; reasonably good in amount or quality.

re spond' (rē spŏnd'). 1. To act in response to or in answer to. 2. To reply. Didn't you *respond* to the letter?

re spon'si bil'i ty (rē spŏn'sĭ bĭl'ĭ tĭ). 1. State of being accountable for. 2. Duty. To keep the lawn in good condition is your *responsibility*.

res'tau rant (rĕs'tō rănt). A public eating place.

re strain' (rē strān'). To hold back; to check.

re veal' (rē vēl'). To make known.

re venge' (rē vĕnj'). 1. The act of doing harm in return for an injury. 2. To do harm in return for harm done. Do you think it is wise to *revenge* the harm done to you?

rev'e nue (rĕv'ĕ nū). 1. Income. 2. The taxes and other money paid yearly to the state for public use.

re verse' (rē vûrs'). 1. Just the opposite. 2. A misfortune. He suffered a *reverse*. 3. To turn upside down. Let's *reverse* the curtains.

rev'o lu'tion (rĕv'ō lū'shŭn). 1. A radical change. The war has caused a complete *revolution* in thought in this country. 2. Overthrow of the government by those who are governed. 3. The circling of one heavenly body round another. The *revolution* of the moon round the earth is the basis of our month. 4. The motion of any body revolving around a central axis.

rheu'ma tism (rōō'mȧ tĭz'm). A disease in which the joints and muscles become stiff and painful.

ri dic'u lous (rĭ dĭk'ū lŭs). Absurd; foolish.

sa'cred (sā'krĕd). 1. Not to be broken or violated. 2. Holy; to be revered and respected; as, *sacred* memory. 3. Pertaining to the divine or to religion; as, the *sacred* rites of the church.

sales'man (sālz'măn). A man who sells something.

sat'is fac'to ri ly (săt'ĭs făk'tō rĭ lĭ). Adequately; in a satisfying manner.

schol'ar (skŏl'ẽr). 1. A learned person. 2. A pupil or student. A new *scholar* has entered our class.

sci'en tif'ic (sī'ĕn tĭf'ĭk). 1. Relating to science. 2. Applying the laws of science. Mrs. Cullen is a *scientific* cook.

se cured' (sẽ kūrd'). 1. Obtained. 2. Fastened tightly. Carl *secured* the blind after the wind had loosened it. 3. Guarded; made safe. The children were *secured* from all danger.

se cu'ri ty (sẽ kū'rĭ tĭ). 1. Safety. 2. Having no fear or dread. We all desire a feeling of *security* for the future. 3. Money or something else of value given as a promise to pay. If you have enough *security*, you can borrow money at the bank.

Sen'ate (sĕn'ĭt). 1. The upper house of the Dominion Parliament. The *Senate* in Canada corresponds to the House of Lords in Great Britain. 2. *Not capitalized*: The governing body of a university, etc.

sen'a tor (sĕn'ȧ tẽr). A member of the upper house of Parliament; a member of a senate.

sen'ti ment (sĕn'tĭ mĕnt). 1. Feeling. 2. An opinion or judgment. Mrs. Cohen is broadminded in her *sentiment*.

se'ries (sēr'ēz). An orderly arrangement of things that are alike.

ser'mon (sûr'mŭn). 1. An address delivered by a clergyman. 2. A lecture on misbehaviour.

ses'sion (sĕsh'ŭn). 1. A group of meetings. 2. A meeting of a school committee, a court, etc. 3. The time during which a meeting is held. The committee held a one-hour *session*.

sher'iff (shĕr'ĭf). The head peace officer of a county.

shrewd (shrōōd). 1. Clever in handling practical affairs. 2. Keen; cunning; sharp-witted. Agnes has a very *shrewd* mind.

sig'na ture (sĭg'nȧ tûr). 1. A person's name signed by himself. 2. The act of signing. Our *signature* of the will made it legal.

signed (sīnd). Wrote one's name on a petition, letter, etc.

skel'e ton (skĕl'ẽ tŭn). The bony structure of a man or an animal.

sol'emn (sŏl'ĕm). 1. Sacred. 2. With religious ceremony. A *solemn* service was held in honour of the soldiers who were killed. 3. Grave. Olive made a *solemn* promise that she wouldn't do that again. 4. Sober; gloomy. What a *solemn* look she has on her face!

so lu'tion (sō lū'shŭn). 1. The answer. 2. The mixture which results from dissolving one substance in another.

spe cif'ic (spẽ sĭf'ĭk). 1. Definite. 2. Of a particular kind; as, a *specific* type of plant.

spec'i fied (spĕs'ĭ fīd). Mentioned by name. See also **specify**.

spec'i fy (spĕs'ĭ fī). To mention by name or in detail; to state explicitly.

spec'i men (spĕs'ĭ mĕn). A sample; a part of anything which is an example of what the whole is like.

sphere (sfēr). 1. Range of influence. 2. A round solid. That theorem in geometry deals with a *sphere*.

staff (stȧf). 1. The people who assist a manager or leader. 2. A stick; a pole. The *staff* to which the banner was attached broke in the wind. 3. The five lines on which music is written.

state'ment (stāt'mĕnt). 1. A summary; a record of finances. 2. An account. Please give a brief *statement* of what happened.

sta'tion ar'y (stā'shŭn ĕr'ĭ). Fixed; not moving. We held the truck in a *stationary* position while the mechanic removed the wheel.

sta'tion er'y (stā'shŭn ĕr'ĭ). Writing paper; paper for writing letters.

sta tis'tics (stȧ tĭs'tĭks). Facts which have been organized into tables of figures, charts, and so on, for study.

ste nog'ra pher (stẽ nŏg'rȧ fẽr). A person employed to take shorthand and to type.

stren'u ous (strĕn'ū ŭs). 1. Requiring rigorous striving. 2. Active; urgent; rigorous. She has always been a *strenuous* reformer.

strong'ly (strŏng'lĭ). Robustly; powerfully.

stub'born (stŭb'ĕrn). Determined not to yield.

sub scrip'tion (sŭb skrĭp'shŭn). 1. The act of agreeing to take and pay for a magazine. 2. The amount subscribed. Fred's *subscription* to the fund was $10.

sub stan'tial (sŭb stăn'shăl). 1. Considerable; ample. 2. Solid; of good material. That's a *substantial* house the Hunters have built. 3. Prosperous; responsible. The directors of the bank are *substantial* businessmen. 4. In the main; as a whole. The story of the witness was in *substantial* agreement with what happened.

sub'sti tute (sŭb'stĭ tūt). 1. A thing or person used in place of another. 2. To put in place of another. Aunt Jane has been asked to *substitute* for our science teacher.

sub'urb (sŭb'ûrb). A smaller place near a city; an outlying part of a city.

suf fi'cient (sŭ fĭsh'ĕnt). Enough; as much as is needed.

sug ges'tion (sŭ jĕs'chŭn). The act of putting a thought into a person's mind; that which is suggested.

sum'mon (sŭm'ŭn). 1. To order to come; to call. 2. To send for. Did you *summon* the cook to your room? 3. To arouse; to stir. If you *summon* your will power, you'll be able to do it.

su pe'ri or (sū pēr'ĭ ēr). 1. Above the average. 2. Higher in place or rank. Captain Weed is Jack's *superior* officer. 3. Overbearing; showing that a person thinks he is better than another. Her *superior* manner is irritating. 4. Somebody who is higher in rank. You should have respect for your *superior*.

su'per vi'sor (sū'pēr vī'zēr). 1. A person who directs. 2. In an educational system, one who directs the teaching of a subject. Miss Weeks is the *supervisor* of art.

sup'ple ment (sŭp'lĕ mĕnt). 1. To supply a lack; to add something to. 2. That which completes or adds to something else. The cake you brought will be a welcome *supplement* to the meal.

su preme' (sū prēm'). 1. Highest in place or rank; above all others. 2. The most important. Telling the truth before the crowded court was the *supreme* act of his life.

sur'ger y (sûr'jĕr ĭ). 1. The art of healing by performing operations. 2. The office or laboratory of a surgeon. We called at the *surgery* to get the medicine.

sur'plus (sûr'plŭs). Leftover; that which is an excess. Here is more food than we need. What shall we do with the *surplus*?

sur ren'der (sŭ rĕn'dĕr). 1. To give up. 2. To yield. Do not *surrender* to his bad influence. 3. The yielding to the power of another.

sur vey' (sĕr vā'). 1. To measure a piece of land, road, and so on with instruments. 2. To look at; to inspect. We will *survey* the town from an airplane. 3. To examine carefully. You had better *survey* the whole situation before you decide.

sur'vey (sûr'vā). 1. A description of a piece of land, road, and so on, resulting from measuring it with instruments. 2. A careful inspection. The committee made a *survey* of the playgrounds.

sus pi'cious (sŭs pĭsh'ŭs). 1. Distrustful. 2. Questionable. Her appearance was very *suspicious*. 3. Showing doubt. Mr. Walker gave her a *suspicious* look.

tar'iff (tăr'ĭf). Taxes imposed by the government on goods entering and leaving the country.

tech'ni cal (tĕk'nĭ kăl). 1. Having to do with the special requirements of a particular science or art, especially with the useful or mechanical arts. 2. Used by those engaged in a special science or occupation. If you are going to be a chemist, you will have to become familiar with the *technical* language of that science.

te'di ous (tē'dĭ ŭs). Tiresome.

tem'po rar'y (tĕm'pŏ rĕr'ĭ). Lasting only for a time; not permanent.

temp ta'tion (tĕmp tā'shŭn). 1. The act of being lured into doing something; an enticement. 2. The act of being led into evil or wrongdoing. The *temptation* to lie was too strong for him.

tend'en cy (tĕn'dĕn sĭ). Inclination; leaning.

tes'ti mo'ny (tĕs'tĭ mō'nĭ). The declaration of the truth of a statement or fact, especially in court.

the'o ry (thē'ō rĭ). 1. The principles of a thing rather than the practice. 2. An opinion; an improved explanation. The *theory* of the handwriting expert was that the note was written by a woman.

ther mom'e ter (thĕr mŏm'ē tĕr). An instrument which measures temperature.

thor'ough ly (thûr'ō lĭ). Completely; painstakingly.

trag'e dy (trăj'ĕ dĭ). 1. A disastrous event. 2. A dramatic composition which deals with the unhappy aspects of the life of the leading character.

trans ac'tion (trăns ăk'shŭn). 1. A deal having to do with buying and selling. 2. The act of transacting. Mrs. Pelham is very efficient in the *transaction* of her affairs.

trans fer' (trăns fûr'). 1. To move from one place or owner to another. 2. To change from one train or car to another.

trans'fer (trăns'fûr). A ticket which allows a person to change from one train or bus to another without extra charge.

trans'it (trăn'sĭt). 1. The act of journeying from one place to another. 2. The act of conveying goods. I hope the packages for the soldiers aren't lost in *transit*.

trans'por ta'tion (trăns'pōr tā'shŭn). 1. Act of carrying from one place to another. 2. Tickets necessary for a journey. Have you bought your *transportation* yet?

treach'er ous (trĕch'ĕr ŭs). 1. Very tricky; untrustworthy; guilty of violating faith. 2. Giving an appearance of being safe, when the opposite is so; deceitful. That slippery sidewalk is *treacherous*.

treas'ur er (trĕzh'ĕr ĕr). One who is trusted to have charge of money or funds belonging to other people or organizations.

Treas'ur y (trĕzh'ĕr ĭ). 1. The department of the government that has charge of public funds. 2. *Not capitalized:* A place where money is taken in and given out.

trea'ty (trē'tĭ). An agreement made between two or more nations.

trem'ble (trĕm'b'l). 1. To shake; to shudder. 2. A shaking or shuddering. A *tremble* shook the mountain before the earthquake.

tre men'dous (trĕ mĕn'dŭs). 1. *In common use:* Astonishing; great. 2. Terrible; dreadful; awe-inspiring. The *tremendous* events of this era are beyond our comprehension.

tri'fle (trī'f'l). 1. Something of small value or of no importance. 2. A small amount. She said she wanted to contribute if only a *trifle*. 3. To treat lightly; to treat with no respect. 4. To waste. Duncan is likely to *trifle* away his money.

tri'umph (trī'ŭmf). 1. To achieve success. 2. To rejoice in a victory. They will *triumph* over their enemies. 3. A victory. The *triumph* of the enemy was short-lived.

trust'ing (trŭs'tĭng). Hoping; having trust or faith in.

twen'ti eth (twĕn'tĭ ĕth). Next after the nineteenth.

u nan'i mous (ū năn'ĭ mŭs). 1. In agreement. 2. With the consent of all. The vote was *unanimous*.

un com'fort a ble (ŭn kŭm'fĕrt *ə* b'l). 1. Ill at ease. 2. Not comfortable; unpleasant. That's a very *uncomfortable* bed.

un con'scious (ŭn kŏn'shŭs). Unaware.

un doubt'ed ly (ŭn dout'ĕd lĭ). Without question.

un'ex pect'ed (ŭn'ĕks pĕk'tĕd). Not looked for; sudden.

un for'tu nate (ŭn fôr'tū nĭt). Unlucky; not successful.

un for'tu nate ly (ŭn fôr'tū nĭt lĭ). Unhappily; unluckily; regrettably.

u'nit (ū'nĭt). 1. Many persons or things considered as one; a single person or thing. 2. An amount or quantity used as a standard of measurement. A pound is a *unit* of weight.

u'ni ver'sal (ū'nĭ vûr'săl). 1. General. 2. Being everywhere. At Christmas time a feeling of joy is *universal*.

un nec'es sar'y (ŭn nĕs'ĕ sĕr'ĭ). Useless; not needed.

u'ti lize (ū'tĭ līz). To make use of.

ut'most (ŭt'mōst). 1. The most possible. 2. Farthest away. He has travelled to the *utmost* limits of the world.

va'can cy (vā'kăn sĭ). 1. An unfilled position. 2. A void; an empty space. A *vacancy* was noticeable where the three trees were cut down.

val'u a'tion (văl'ū ā'shŭn). An estimation of what a thing is worth.

val'ued (văl'ūd). 1. Highly regarded; not to be wasted. 2. Estimated the value of. The museum *valued* the painting at $25,000.

vi cin'i ty (vĭ sĭn'ĭ tĭ). Neighbourhood of; region near.

vig'our (vĭg'ĕr). Strength; energy.

vi'o lence (vī'ō lĕns). 1. An act of destruction. 2. Intensity of feeling. She tried to curb the *violence* of her temper. 3. Force. With *violence* he tried to break the door in.

vi'o lent (vī'ō lĕnt). 1. Showing emotion or excitement. 2. Severe. The thunderstorm was *violent*. 3. Great. He rested after his *violent* exertion.

vi'tal (vī'tăl). 1. Essential to life; hence, indispensable. 2. Of or pertaining to life. Judith has more *vital* energy than anybody else I ever saw.

vo ca'tion (vō kā'shŭn). Occupation; regular work.

vol'un teer' (vŏl'ŭn tēr'). 1. To offer of one's free will. 2. One who enters a service freely. Andy is a *volunteer* in the army.

vul'gar (vŭl'gĕr). Coarse; rough.

ware'house' (wâr'hous'). A storehouse; a building where goods are stored.

war'rant (wôr'ănt). 1. A written order giving a person the right to do something. 2. A guarantee. Your word is the only *warrant* we need. 3. To justify. Did his action *warrant* your anger? 4. To give assurance. Did Mr. Spencer *warrant* the building materials to be of the best quality?

wel'fare' (wĕl'fâr'). State of being happy or well.

whole'sale' (hōl'sāl'). Pertaining to selling goods in large quantities to merchants who sell them in smaller quantities.

whol'ly (hōl'ĭ). Entirely.

wire'less (wīr'lĕs). 1. Having no wires. 2. Radio. In some places the word *wireless* is used instead of the word *radio*.

wit'ness (wĭt'nĕs). 1. Somebody who gives testimony. 2. Somebody who has evidence of something because he has seen it happen. Uncle Albert was a *witness* of the railroad accident. 3. Testimony. We think the man gave false *witness*. 4. To be a witness to.

wor'thy (wûr'thĭ). 1. Having excellence. 2. Having merit. Edna was *worthy* of all the honours that came to her.

wretch'ed (rĕch'ĕd). 1. Miserable; unhappy. 2. Causing misery. I'm not going to try to climb that *wretched* ladder again. 3. Poor in quality. That fruit is *wretched*!

Rules to Help You to Spell

Here is a summary of the rules you have learned in *My Spelling.*

1. Plurals

These rules will help you to spell plural words:

1. Most words add **s** to the root forms without any change. Examples: **barn, barns; garden, gardens.**

2. Words ending in **sh, ch, ss, x,** and **z** usually add **es** to form the plural. Examples: **bush, bushes; church, churches; kiss, kisses; box, boxes; buzz, buzzes.**

3. Words ending in a consonant and **y** change the **y** to **i and** add **es.** Examples: **party, parties; fly, flies.**

4. Some words ending in **f** change the **f** to **v** and add **es.** Examples: **calf, calves; thief, thieves.**

5. Some singular words have different words for their plural forms. Examples: **man, men; mouse, mice; goose, geese.**

2. Possessives

These rules will help you to write possessives to show ownership:

1. Singular nouns form the possessive by adding an apostrophe and **s.** Example: **pilot's record.**

2. Plural nouns which end in **s** add only an apostrophe to form the possessive. Example: **aviators' uniforms.**

3. Plural nouns which do not end in **s** add the apostrophe and **s** to form the possessive. Example: **men's club.**

3. Contractions

A word or phrase which has been shortened by leaving **out** some of the letters is called a *contraction.* An apostrophe is used to show that the letters have been omitted. Examples: **won't (will not), o'clock (of the clock).**

4. Capitals

Some rules to help you to capitalize words correctly:

1. The beginning of a sentence is always capitalized. Example: **The** day was bright and sunny.

2. The names of the holidays are capitalized. Examples: **Christmas, Valentine's Day.**

3. The names of the months of the year and the days of the week are capitalized. Examples: **January, Monday.**

4. The names of countries are capitalized. Examples: **United States, Great Britain.**

5. When you write the name of a particular avenue or street, capitalize the words **avenue** and **street.** Examples: **Fifth Avenue, Oak Street.**

6. The abbreviations **Mr.** and **Mrs.** are always capitalized and followed by a period. Examples: **Mr. Callahan, Mrs. Perry.**

7. The names of the deity are capitalized. Examples: **God, Saviour.**

8. The word **liberal** is capitalized when it refers to the Liberal party. Example: The **Liberal** party lost the election.

9. When words like **senator** and **major** are used as titles with a person's name, they are capitalized. Example: **Major** Watts distinguished himself in action.

10. We capitalize the words **parliament, buildings**, **senate**, **supreme**, and **court** when referring to the Parliament Buildings in Ottawa, the Canadian Senate, and the Supreme Court of Canada.

5. *Letters and Syllables*

The *vowels* are **a**, **e**, **i**, **o**, **u**, and sometimes **y** and **w**. The other letters are *consonants.*

Two vowels written together often have the sound of a single vowel. Examples: In **brain** the **ai** has the sound of **ā**. In **eagle** the **ea** has the sound of **ē**, but in **bread** it has the sound of **ĕ**.

This rule will help you with the hard **ei** and **ie** words: **I** comes before e except after **c** or when sounded like **a**, as in **neighbour** and **weigh**.

A *syllable* is a word or part of a word which has one vowel sound and is spoken as a unit. Examples: **boy** is a one-syllable word; **chil dren** is a two-syllable word; **or na ment** is a three-syllable word.

In every word of two or more syllables one syllable is given more emphasis than the other. This extra emphasis is called

accent, and is shown in the dictionary by an *accent mark* (′). Example: In **meet′ ing** the first syllable is accented.

Most words have only one accented syllable, but some have more than one. Example: **in′ for ma′ tion.** The accent which is the heavier is called the *primary accent.* The other accent is called the *secondary accent.*

In your dictionary the pronunciation of each word is shown. The vowels are marked according to their sounds, and the accented syllables are shown. The marks for the vowel sounds are called *diacritical marks.* Example: **photograph** (**fō′tō gráf**).

The two words at the top of each dictionary page are called *guide words.* The guide words are the first and last words defined on the page. They help you to locate the words on that particular page.

6. *Suffixes and Prefixes*

A letter or a syllable added to a word to form a new word is called a *suffix.* Some suffixes are **s, es, ed, ing, er, est, ly, ful, able, ible, ment, ive, ance, ence, ion, tion, ition, ation, sion, ous. ious, less,** and **al.** Sometimes a word will have two suffixes. Example: **respectfully.**

These rules will help you to add the suffixes **ed** and **ing** to root words.

1. Many words are formed by adding **ed** and **ing** without any change. Examples: **furnish, furnished, furnishing.**

2. Words ending in silent **e** drop the **e** before adding **ed** and **ing.** Examples: **move, moved, moving.**

3. Words ending in a consonant and **y** change the **y** to **i** before adding **ed,** but do not make any change before adding **ing.** Examples: **deny, denied, denying.**

4. Words ending in a vowel and **y** add **ed** and **ing** without making any other change. Examples: **delay, delayed, delaying.**

These rules will help you to add the suffix **ly**:

1. Words ending in a consonant and **y** change the **y** to **i** before adding **ly.** Example: **easy, easily.**

2. Words ending in **ble** usually drop the **le** and add **ly.** Example: **possible, possibly.**

3. Most other words add the **ly** without making any other change. Example: **clear, clearly.**

This rule will help you to add the suffix **ment**:

Most words ending in silent **e** keep the **e** before adding **ment.** Example: **achievement.** There are a few important exceptions in which the **e** is dropped. Examples: **acknowledgment, judgment.**

These general rules will help you, too:

1. Words ending in final **e** usually drop the **e** before adding a suffix beginning with a vowel. Examples: **cease, ceasing.**

2. Words ending in a consonant and **y** do not change the **y** to **i** before adding suffixes beginning with **i.** Example: **specify, specifying.**

3. Words of one syllable ending in a single consonant preceded by a single vowel double the final consonant before adding suffixes which begin with a vowel. Examples: **ship, shipped, shipping.**

4. Words of two or more syllables which are accented on the last syllable and which end in a single consonant preceded by a single vowel double the final consonant before adding a suffix beginning with a vowel. Examples: **refer, referred, referring.**

A syllable placed before a word to change its meaning is called a *prefix.* Some prefixes are **im, un, in, co, dis, inter.**

7. *Special Words*

Compound words are made by writing two small words together to make one larger word. Examples: **newspaper, somebody.**

A *root word* is the root, or beginning word, from which another word is made. **Play** is the root word of **plays, played,** and **playing.**

Words that come from other words are called *derived words.* **Suitable** is derived from **suit**; **advertisement** from **advertise.** Sometimes the spelling of the root word is slightly changed in the derived word.

A word having almost the same meaning as another word is called a *synonym.* Examples: **replied, answered**; **accurate, exact.**

A word that is opposite in meaning to another word is called an *antonym.* Examples: **private, public**; **good, bad.**

Words that are pronounced alike but which are spelled in different ways and have different meanings are called *homonyms.* Examples: **knew, new**; **steel, steal**; **deer, dear.**

Abbreviations You Should Know

Names of the Provinces and Territories of Canada with Their Abbreviations

Alberta = **Alta.**
British Columbia = **B.C.**
Manitoba = **Man.**
New Brunswick = **N.B.**
Newfoundland = **Nfld.**
Northwest Territories = **N.W.T.**
Nova Scotia = **N.S.**
Ontario = **Ont.**
Prince Edward Island = **P.E.I.**
Quebec = **P.Q.**
Saskatchewan = **Sask.**
Yukon Territory = **Y.T.**

Months of the Year

January = **Jan.**
February = **Feb.**
March = **Mar.**
April = **Apr.**
May
June
July
August = **Aug.**
September = **Sept.**
October = **Oct.**
November = **Nov.**
December = **Dec.**

The Days of the Week

Monday = **Mon.**
Tuesday = **Tues.**
Wednesday = **Wed.**
Thursday = **Thurs.**
Friday = **Fri.**
Saturday = **Sat.**
Sunday = **Sun.**

Dictation Exercises

The paragraphs below contain some of the words which pupils in the eighth grade find hardest to spell. Listen carefully when your teacher reads an exercise to you a sentence at a time. Write each sentence. Correct your exercise by comparing it with the copy in the book. Study again the words you misspell.

PERFECT SCORE 30

1. Today our family **physician** is extending **congratulations** and **admiration** to the scientist for his **magnificent achievements** in **research**. After years of **continuous** and **intense endeavour**, the scientist has at last discovered an **effective compound** for treating **pneumonia**. This compound has also **achieved** a **reputation** for **extraordinary** value in the treatment of **rheumatism**. Our doctor, who is a man of **vital enthusiasm**, ready **laughter**, and high **intelligence**, when asked the secret of success, said: "Start with **curiosity**; develop a **theory**; add **stubborn resolution** and a **capacity** for **patient analysis** of the causes of certain effects. Keep your faith in the **assurance** that research will aid you to bring health and happiness to **wretched** and suffering **individuals**."

PERFECT SCORE 20

2. Our **insurance salesman** is a man of **immense** energy and an expert in matters of **economy**. He serves our family in many ways. He examines our **expenditures** and gives us **shrewd** advice about handling our finances. Far from finding an **interview** with him a **nuisance** and **annoyance**, we anticipate his visits and consult him about **adjustments** of the family **budget**, the **accumulation** of **dividends**, and other **propositions** for benefiting the family **treasury**. He always has some **specific procedure** to offer for our getting the **maximum allowance** on discounts and for increasing our **estate**.

PERFECT SCORE 10

3. If a person wishes to avoid **financial embarrassment** during his **maturity**, it is **advisable** to acquire **appropriate** habits of thrift early in life. Some people look upon the earning of money as a **licence** to **continuous** and useless spending. Too much buying on

the **instalment** plan places a **mortgage** on one's future earnings. To appear thrifty when in debt is a **counterfeit** success.

PERFECT SCORE 20

4. The world **tragedy** through which we are passing has created an **infinite** amount of **suspicion** and **prejudice**. In a **desperate** effort to prove its people **superior**, one nation **resorted** to a **treacherous** attack upon another. The **initial** result has been a feeling of distrust toward every **foreigner**. **Scientific** studies have shown that it is **ridiculous** to attempt to **clothe** any **specific** race with **mysterious** origin and with all the **human virtues**. We can give full **allegiance** to our nation and still hold an **adequate** respect for the **achievement** of other races.

PERFECT SCORE 10

5. At the beginning of the **campaign**, our **colonel** informed his men that the **principle** of rigid military **discipline** must be observed. He said that in his **judgment** every intelligent soldier can avoid **dissension** and give **conscientious** obedience and **efficient** service to his superior officers. Our **lieutenant** taught us how to **manoeuvre** when attacking the enemy.

Brain-Teasers

The following words have been found hard for boys and girls and adults to spell. When you want to test your spelling ability or have a spell-down at school, you may use this list of words.

alumni	confectionery	hemorrhage	occurrence	rogue
anniversary	conservatory	isthmus	parliament	sergeant
appendicitis	corridor	kerosene	persevere	sleuth
baritone	crochet	larynx	physique	sovereign
bouquet	definitely	lieutenant	porcelain	stratosphere
catarrh	digestible	marmalade	propaganda	syndicate
cemetery	embarrassment	millinery	recipe	tortoise
chandelier	etiquette	miscellaneous	reservoir	vicinity
chevron	geyser	mistletoe	restaurant	weapon
committee	guaranteed	naphtha	rhinoceros	zephyr

The Hundred Word Demons*

The following list of words looks easy, but they have been found to be most often misspelled. Study them until you are sure you can spell them correctly.

all right	goes	likes	some	to
am	going	me	sometime	today
and	good-bye	morning	sometimes	tonight
are	guess	mother	stationery	too
because	Hallowe'en	Mrs.	summer	two
birthday	have	my	Sunday	very
Christmas	haven't	name	suppose	want
coming	he	now	sure	was
cousin	here	o'clock	swimming	we
didn't	him	October	teacher	went
don't	how	on	teacher's	were
down	I	one	Thanksgiving	when
every	I'll	our	that's	will
everybody	I'm	play	the	with
February	it	pretty	their	won't
fine	it's	received	them	would
for	January	right	then	write
friend	know	Santa Claus	there	writing
from	letter	Saturday	they	you
getting	like	school	time	your

*This list is taken from the "Crucial Core Vocabulary in Elementary Language and Spelling," by James A. Fitzgerald, *The American School Board Journal*, Vol. 103, July, 1942, pp. 22–24.

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